



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-05
Date & Time: Tuesday, July 17, 2018
11:00 a.m.
Place: MSU Boardroom, MUSC 201

Items:	1) Adopt Agenda	
	2) Adopt Minutes 18-03, 18-04	
	3) SCSN Report	Rohan Lohana
	4) CLAY Report	Rachel Persaud
	5) Diversity Services Report	Meija Murong
	6) Macademics Report	Angel Huang
	7) Maccess Report	Hilary Zorgdrager
	8) Horizons Report	Joshua Yachouh
	9) Shinerama Report	Lauren Liu
	10) MACycle Report	David Zaslavsky
	11) MAC Bread Bin Report	Hannah Phillips
	12) PTM Yearplans	Epifano
	13) Discussion on MAC Bread Bin	Epifano
	14) Discussion on August Meeting Dates	Scott
	15) Committee of the Whole – Services	Epifano
	16) Closed Session	Epifano

Objectives	1) Adopt Agenda
	2) Adopt Minutes
	3) Report
	4) Report
	5) Report
	6) Report
	7) Report
	8) Report
	9) Report
	10) Report
	11) Report
	12) Approval
	13) Discussion
	14) Discussion
	15) Approval/Discussion
	16) Approval
	17) Provide Information & Answer Questions
	18) Unfinished/Other Business
	19) Time of Next Meeting and Motion to Adjourn

Motions

14. **Moved** by Epifano, **seconded** by _____ that the Executive Board approve the following Part-Time Manager yearplans, as circulated:
- MAC Bread Bin
 - FYC Coordinator

15. **Moved** by Epifano, **seconded** by _____ that the Executive Board move into Committee of the Whole to discuss the Services that presented.

**Executive Board Meeting 18-05
Tuesday, July 17, 2018 @ 11:00am
MSU Boardroom, MUSC room 201**

Called to Order 11:02am

Present Bertolo, Epifano, Farah, Florean, Hackett, Roshan, Warwani
Late MacLean, Robinson
Absent
Others Present V. Scott (Recording Secretary), M. Wooder (MCD), Hilary Zorgdrager (Maccess Coordinator), Joshua Yachouh (Horizons Coordinator)

1. Adopt Agenda

Moved by Epifano, **seconded** by Florean to adopt the agenda, as presented.

Amendments

- Epifano – Add ‘Strike DRO Hiring Committee’

Moved by Epifano, **seconded** by Florean to adopt the agenda, as amended.

Passes Unanimously

MacLean arrived at 11:03am

2. Adopt Minutes

Moved by Hackett, **seconded** by Bertolo to adopt the minutes from Executive Board meetings 18-03 – June 19, 2018, and 18-04 – July 3, 2018, as circulated.

3. Maccess Report – Hilary Zorgdrager presented

- Zorgdrager summarized the report.

Questions

- Epifano stated that Zorgdrager was doing a great job, and that she was excited for this year.

4. Horizons Report – Joshua Yachouh presented

- Yachouh summarized the report.

Questions

- Florean asked what Yachouh felt would be necessary for Horizons to be better. Yachouh responded that they would need more time, adding that he was hired in February. He stated that they need to figure out how to have a better relationship with the Registrar via direct mail for delegate outreach.
- Warwani stated that the report mentioned that Horizons usually gets team members from science. Yachouh responded that the past couple of PTMs have been science students, but make sure that for the executive team there is a decent pick of people from different faculties.
- Farah stated that the timeline of the hiring was unique for this year and asked if transition was a barrier. Yachouh responded that he was fortunate with his transition as it was his sister who was the previous PTM. He stated that both conferences should be hired earlier so that they can gather their team and do orientation.
- Florean asked if there will be something for Horizons delegates later on. Yachouh responded that he was thinking of doing something the night before classes but needs to check the budget. He added that they

split the budget with Spark last year and could look into special funding for this year. He explained that a lot of students just walk around the Monday night before classes start, so this way they can just hang out with them.

- Roshan asked about peer support training. Yachouh responded that he will be meeting with the TRRA this week, and that some of the exec will be working on the content.
- Wooder stated that the night before classes hangout was a good idea, but it could be positioned as a first event for Spark instead of a last event for Horizons and this way they don't have to worry about people working outside of their contracts. He added that they should plan in advance of what they would like to see for that evening. Yachouh responded that this does open a broader conversation, as Horizons and Spark should be a handoff, but not everyone who does Spark did Horizons. He stated that it would be nice to get numbers, and that the two services can work collaboratively and have sessions different from each other.
- Florean asked if there could be an MSU rep at the University Fairs to talk to students to help recruit. Wooder responded that nothing was wrong with the suggestion but that wasn't the MSU's demographic target, even May at MAC. Wooder suggested modifying the registration plans based on the information for students instead of fighting the current. Yachouh stated that they set their registration based on external partners.
- Bertolo asked why they couldn't move the conference date. Yachouh stated that last year was the first year moving away from the civic holiday weekend and didn't see any reason to have it on one weekend over another. He explained that it was what was agreed upon in the contract in the moment, and no one followed up. He stated he wasn't sure if this will affect registration numbers.
- Wooder stated that they should book at 150 and therefore it's not a guessing game. This will be better alignment for cost structure and such. Yachouh responded that the most stressful part was number goals, through staff applications, delegate numbers, and sponsorship goals.

4. SCSN Report – report circulated

- Epifano stated that the service wasn't operational but was expected to submit reports.

Questions

- Bertolo stated that she didn't understand the collaboration between Frontier College and SCSN, as that wasn't part of SCSN's scope. She asked Epifano to follow up about that.
- Warwani asked for a more detailed report as this was the first report, and it was late and empty of details.
- Florean asked if the PTM had submitted a yearplan yet. Epifano responded that the due date was tomorrow.
- Bertolo stated that the campaign with MACycle and AWWCA looked good.

5. CLAY Report – Final – report attached

- Epifano went over the report with the Board. She noted that the PTM didn't update the budget from the end of conference.

Questions

- Florean asked if they knew how much was leftover in their budget. Epifano responded that CLAY went over their budget, and that Robinson was supposed to send an update on numbers.
- Florean asked if they planned on low numbers or registration. Epifano responded that they planned for both, as they lessened the group.
- Hackett pointed out that the PTM wrote about having a reunion with the remaining money. Epifano responded that that won't be happening.
- Bertolo asked why Crown Ward couldn't sponsor delegates. Epifano responded that she was looped into some of the conversation, but some of it had to do with timing and that it was planned late.
- Warwani stated that it was mentioned in the report that there was a change in structure.

- Florean asked if they didn't get funding from the HWDSB because the PTM was hired late. Epifano responded that it was based on the MSU's relationship with them. She explained that they're working on it, and if Rachel was hired earlier then they might have been able to reach out in time.
- Florean asked if they could reach out to other school boards. Epifano responded that CLAY did reach out to Ancaster and got some of those schools.

6. Diversity Services – report circulated

- Epifano went over the report with the Board.

Questions

- Bertolo stated that it was important for the PTM to talk to her about working with the MSU about the anti-distribution stance.
- MacLean asked about the proposed research and training coordinator position, and if they ran AOP training they would be paid. Epifano responded that when the PTMs facilitate training, it's included in their set hours for the week not as additional hours. She explained that if they were to look into this becoming a position then the conversation would have to be whether it should be paid or not.
- Florean asked when they would be having a discussion about continuing the AOP training. Epifano responded that this will be included in the service review. She explained that it began being housed within the MSU because EIO stopped helping the MSU put it on.

7. Macademics Report – report attached

- Epifano went over the report with the Board.

Questions

- Warwani stated that this was a good report.

8. Shinerama Report – report attached

- Epifano went over the report with the Board.

Questions

- Warwani stated that the report said the dog walk wasn't successful. She explained that she didn't even know that it had started yet as she has seen zero promotion for it. She asked Epifano to follow up about that.
- Florean asked if this was something they would continue to do, and if so they would need to increase promo. She added that they should be doing this for all of their events.

9. MACycle – report circulated

- Epifano went over the report with the Board.

Questions

- Florean asked if they opened applications for volunteers. Epifano responded that they typically don't have volunteers over the summer unless they're coming back from the previous year. She explained that they will be recruiting in August.
- Florean felt that this was something they should look into recruiting earlier for as summer was their busiest time of year. Epifano responded that the volunteer application was always open on a Google form.
- Florean asked about their budget. Epifano responded that the majority of purchases happened before the current fiscal year.

10. MAC Bread Bin Report – report attached

- Epifano went over the report with the Board.

11. PTM Yearplans

Moved by Epifano, **seconded** by Roshan that the Executive Board approve the following Part-Time Manager yearplans, as circulated:

- MAC Bread Bin
- FYC Coordinator

- Epifano stated that the Bread Bin PTM re-submitted their yearplan, and the FYC Coordinator answered the Board's questions via email.
- Florean stated that the point of the FYC Coordinator is to be support in case FYC needs it, and to help make ideas happen. She stated that she didn't know if having a musical was a good idea to welcome FYC and already have the plan.
- Roshan stated that the FYC Coordinator should have the conversation with FYC and see if they were willing to do the musical, and the Coordinator needs to allow FYC to have the autonomy on how to enhance student life.
- Warwani stated that she thought the Bread Bin Yearplan was sufficient enough, and there wasn't a point to get the PTM to add more to it.
- Florean stated that FYC should be about advocacy and didn't see how the musical should be a part of it. She explained that she has been involved with FYC the past couple of years, and they've done exam survival packages and whatnot. Florean felt that if they leave this in the yearplan she would be worried that the FYC Coordinator would start working on it.
- Farah stated that Florean's points were fair, and that the Board could direct Epifano to let the FYC Coordinator know that they shouldn't plan for the musical until after FYC has been elected.

Vote on Motion

Passes Unanimously

12. Discussion on Mac Bread Bin

- Epifano stated that the PTM wanted to change the logo, and then it got into a conversation about the possibility of changing the name as well. She explained that she, the PTM, and Wooder had a conversation about potential names as the Bread Bin doesn't say much about the service itself. Epifano stated that they came up with the MSU Food Collective Centre.
- Wooder stated that they have been resisting changing the Bread Bin logo over the years, as they didn't really know what the service was. He explained that they now have it figured out and that the Food Collective Centre was the driving force, and that it wouldn't take anything away from it.
- The Board agreed with the name and directed Epifano and Scott to look into changing the operating policy and job descriptions, and Wooder to work on the logo.

13. Discussion on August Meetings Dates

- Scott asked if the Board would like to do an extra meeting before Welcome Week, as currently the last meeting would be August 14 and it leaves too much time between meetings.
- The Board asked Scott to look into scheduling an additional meeting the week of August 20.

14. Strike DRO Hiring Board

Moved by Epifano, **seconded** by Warwani that the Executive Board strike a hiring board for the Deputy Returning Officer, consisting of the Vice-President (Administration), the Administrative Services Coordinator, the incoming Chief Returning Officer, and one (1) Executive Board member.

Nominations

- Hackett

Vote on Motion

Passes Unanimously

15. Committee of the Whole - Services

Moved by Epifano, **seconded** by Hackett that the Executive Board move into Committee of the Whole to discuss the Services that presented.

Passes Unanimously

Moved by Epifano, **seconded** by Warwani that the Executive Board move out of Committee of the Whole and to Rise and Report.

Passes Unanimously

Rise and Report

- Epifano summarized what the Board discussed and will be giving feedback to the Services.

CLAY

- Epifano reported that the Board decided that if CLAY wants to do a reunion then the future PTM will need to plan ahead for the budget. The Board also suggested leaving a plan list of contacts for future sponsorships.

Maccess

- Epifano reported that the Board discussed the collaboration with Diversity Services for AOP training about intersectionality.

Horizons

- Epifano reported that the Board wished them luck with the conference.

Shinerama

- Epifano reported that the Board would like to see more promo for events. The Board would like to know how the reps are doing, and to follow up on engagement. The Board also would like Shinerama to look into transportation for shine day as there has been issues in the past with Blue Line Taxi and far distances.

16. Closed Session

Moved by Florean, **seconded** by Bertolo that the Executive Board move into Closed Session.

Passes Unanimously

17. Return to Open Session

Information and Questions

- Wooder reported that there is new paint at Union Market, and that they will see things like this roll out from UM all year. He added that a logo change may come to EB later at the end of the year.

- Scott reported that she has been working on Health and Dental promo, and admin items.
- Roshan reported that he would like some help from the Board with coming up with ideas for space within HSL. He felt that a letter from the MSU would be more weighted. Bertolo responded that she and Warwani were currently writing a budget submission for the University, so to please contact her and she can help.

Robinson arrived at 12:36pm

- Florean asked Roshan why the HSL has so many costs. Roshan responded that he didn't know, but from the past few meetings they expressed that they have to pay a lot of people to maintain the space and have three people who are paid throughout the day to open and close. He added that they are open to suggestions on how to help. Farah stated that they can help, and to just keep them in the loop.
- Robinson reported that he was at a Hire McMaster steering committee meeting, and that was why he was late. He stated that the committee has reached out to 240 new employers for co-ops inter-faculties.

18. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Tuesday, July 31, 2018
11:00am
MSU Boardroom, MUSC 201**

Moved by Robinson, **seconded** by Florean that the Executive Board meeting be adjourned.

Passes by General Consent

Adjourned at 12:41pm

/vs



REPORT

From the office of the...

Maccess Coordinator

TO: Members of the Executive Board
FROM: Hilary Zorgdrager
SUBJECT: MSU Maccess Report #2
DATE: July 12th, 2018

YEAR PLAN UPDATE

Working closely with newly hired exec and the SAS Transition Program we have planned a number of community events and plan to have three opportunities for community building per month.

SERVICE USAGE

We are not open throughout the summer.

PAST EVENTS, PROJECTS & ACTIVITIES

We have been working closely with the Student Success Centre in the creation of CAPS (Career Access Program for Students) and this week, a number of our executives were involved in their communications and marketing plan.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

We have discussed partnering with SAS and SSC for multiple events throughout the year. SAS will be participating in one community-building event a month with us as well as cross-training a number of their volunteers in peer support and Tanya Kett from the Student Success Centre will begin holding office hours in our space on a bi-weekly basis to offer students career planning support.

BUDGET

We haven't spent any of our budget this month.

VOLUNTEERS

We intend to open volunteer applications on August 26th and promote throughout Welcome Week at events such as the Wellness Fair and close applications on September 8th. Numerous volunteers from last year have reached out and intend to re-apply as well as many students who applied to exec.

CURRENT CHALLENGES

I have not encountered any major challenges to date.

SUCSESSES

We have our executive team hired and I'm really excited for what the year holds!



REPORT

From the office of the...

Horizons Coordinator

TO: Members of the Executive Board
FROM: Josh Yachouh
SUBJECT: Horizons Report 5
DATE: July 17th 2018

YEARPLAN UPDATE

Since I last reported we've run some online contests, completed delegate registration, we're 1 week from training, we've hit our sponsorship goal, and we've hired a staff team! Big moves. I haven't had time to reflect on the numbers/data but one of the things I wanted to see was the faculty diversity in my hiring and registrants - something I'll make note of in a future report.

SERVICE USAGE

Since I last spoke I've hired a team - woo! We've gotten a total of 72 of us now (including myself and the PT). I hired off the bat for 60 LDs, 6 SET members and 1 Media SET member. Last year, Christine had 1 Media member and the Media/Design Co. did not assist Media SET outside of session. This carried forward the "labour-intensive" idea of the Media SET role as it fell onto one (wonderful!!!) person. Connor has fortunately this year decided to not LD and rather will be shooting photo/video with Aisha and this should help reduce the strain and bring Media SET back to a natural order as it once was - I think the position is still worth looking into with the MSU into how we can actually get professional or freelance photographers to join us and create some awesome media but my service doesn't have the budget for that so I'd like to see that come from Campus Events or Admin.

Moving on, currently we have 172 students registered for conference! BIG UPS TO THE TEAM. It was honestly an uphill battle but things have worked out and there's just a few students I'm speaking to who needed some extra time to register that I'll be working out with them. I haven't yet looked into the spread of program etc. as they've only just joined us but I will be doing so when I get time and I will reflect on that as it is an indicator of something - what exactly though? We do not know? That is to say, year after year, we get a huge proportion of science students (staff and delegates) and it has happened once again for the most part - but it is a difficult topic to identify the root cause of. Otherwise our service usage has no updates! Staff + Delegates have been our main homies!

PAST EVENTS, PROJECTS & ACTIVITIES

We haven't necessarily run any events but we have been continuing what we've always been running online and planning behind the scenes.

In terms of event planning, we're merely finalizing many things, with some of our events still needing small finishing touches. This is natural because we work a lot with external parties (i.e. for success fest, wellness night, and PJ Party) and there's a lot of coordination that has to happen there amongst all of us to have everything truly concrete. Nonetheless our finishing touches on events will be minor and ready to go for conference weekend.

Sessions wise, we're trying to make the most of our tight budget - this is perhaps something to slightly increase for next year. I thought we'd get away with capping the budget at last year's max because I thought there was a lot of wasted money but it seems that the supplies (i.e. paper, sticky notes, jars, etc.) add up quickly. This shouldn't be a huge problem and is something I'll address in my Transition Rep. when I am finished.

Training wise, we've introduced a new events facilitation guide which is a little booklet that staff can use at events to guide them through the logistics. It serves as an additional resource for when events staff are not around. We hope to see this has a positive impact on our events logistics.

We've run a couple of contests as I mentioned I was planning to do in our last EB report but we've decided to hold onto some of our in-kind donations to give them to our keynote speakers (Max Tran, Mac Grad 2017) and potentially Elise DesJardines - great Hamilton advocate. Elise will hopefully be a good round-off to our Hamilton-focused session on Saturday and I've gotten great recommendations for her from many people so I hope to see that through.

Also on training - we've planned to disclose people's Co-Leadership Developers early in effort to help them prepare their session décor and props ahead of time, so that myself and the planning team can head out and purchase the necessary materials for them on downtime leading up to training weekend. i.e. last year, Christine had to purchase materials and props after Saturday's training, which already had a social planned, and I'll be eliminating that and providing students with more time to prepare themselves for the weekend.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Training is July 20th to July 22nd

Conference is July 27th to July 29th

See above for some details regarding both of these. In terms of obstacles, time is always of the essence for training. We've also not had a TRRA for an extended period of time, something I'm not pointing fingers at of course as we've done our best, but something that has been stressful and been the cause of some worry. Nonetheless I believe by the time this meeting occurs we

should be meeting with the TRRA to go over what one of my execs (thank you Sonia), and myself and Sarah worked on for Peers Support Training.

In terms of conference, the most stressful thing is mostly the fact that we became heavily dependent on external groups for programming. I don't think this is necessarily a bad thing but I think it was slightly unanticipated on how external our planning goes. It represents two things I believe:

1 - Our team has been successful in garnering positive relationships with many faculties, mcmaster organizations, and hamilton partners to improve on and develop new programming for students.

2 - without them we are nothing so it's important to be really focused on pushing people to work fast with us on event preparations. There's no major issues right now, but some things should've been tied up already.

BUDGET

SPONSORSHIP MADE 8213.00 (as long as the last couple of people we spoke to pull through!!!). Given our \$7,000 goal that is incredible! I'm immensely proud of the work they did and it's a huge contributor to our success and delegate count.

In terms of the budget, we are relatively on track with staying in range though some prices (i.e. buses, pitas, AVTEK, and radios) are not playing to what we would like to spend. I think in the end I blame the wage increase (which is awesome) but I'm glad I raised delegate costs to offset this, otherwise we'd be deep in debt.

See below for a breakdown, though this will likely not be totally accurate because many of my payments haven't began (i.e. I pay many people, such as MUSC, housing/Conf,) after conference is over.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
3303-01214	Fee Revenue	\$36,300
3303 - 0124	Sponsorship Revenue	\$8,123
6103-0124	Annual Campaign - spent in line	\$17,721.48
6103-0124	REMAINING IN LINE	\$33,278.52
6501-0124	Promo - TOTAL SPENT IN LINE	\$99.20
6501-0124	Promo - REMAINING IN LINE	\$1,550.80

6802-0124	Training - TOTAL SPENT IN LINE	0.00
6802-0124	Training - REMAINING IN LINE	300.00
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		52,950.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$17,820.68
REMAINING DISCRETIONARY SPENDING		35,129.32

VOLUNTEERS

One small thing I will bring up – similar to last year. We have quite a large experience gap, that is to say many of our volunteers are very new to conference. I believe this is sort of a transition state for the MSU as a whole, and MSU service volunteerism. Nonetheless, Christine’s conference had the same situation and excellent training and logistics made it all work. We are hosting a social on Saturday of training at Serve Ping Pong. BoD can come meet the staff if they want to! 7pm – 10pm!

CURRENT CHALLENGES

I believe most of my challenges were covered among my other discussions!

SUCCESES

Sponsorship goal was reached!
 My goal of 160 delegates was far surpassed!
 Our team dynamic is off the charts - we rock!!

- *josh*



REPORT

From the office of the...

Student Community Support Network

TO: Members of the Executive Board
 FROM: Rohan Lohana
 SUBJECT: SCSN Report 1
 DATE: July 12, 2018

YEARPLAN UPDATE

Since hiring execs back in May, we are trying to coordinate our schedules and work vigorously on our year plans.

SERVICE USAGE

- Currently the service is in planning phase. Not a lot of interactions are made with McMaster Students in the past two months.

PAST EVENTS, PROJECTS & ACTIVITIES

- Attend AWCA and AWWCA monthly meetings to represent MSU
- Plan welcome week events with STAPC

UPCOMING EVENTS, PROJECTS & ACTIVITIES

- The year plan is still in works. But lots of off campus have shown interest in partnering with SCSN for event this fall.
 - o Frontier college wants to partner with SCSN to promote their literacy services to the youth in need.
 - o AWWCA wants to promote safe biking in the Ainsle Wood/Westdale Neighborhood. They are interested in partnering with MaCycle & SCSN to promote and execute the campaign. They also plan on giving away free headlights.

BUDGET

- Nothing is spent by service this summer since it's mostly planning.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	0

	REMAINING IN LINE	
TOTALS		
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
TOTALS		
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
TOTALS		
	TOTAL BUDGETED DISCRETIONARY SPENDING	0
	TOTAL ACTUAL DISCRETIONARY SPENDING	0
	REMAINING DISCRETIONARY SPENDING	

VOLUNTEERS

We (especially myself) have had a hard time coordinating meeting times, but we are hoping to meet at the end of next week for exec training!

CURRENT CHALLENGES

- How to ensure that all events in the year plans are executed to perfections? Is there any way to work with see the year plans of other services to ensure that there are no major conflicts? (or that doesn't matter?)

SUCSESSES

- The entire executive team was hired in the beginning of May!

REPORT

From the office of the...

CLAY Coordinator 2018

TO: Members of the Executive Board
FROM: Rachel Persaud
SUBJECT: Creating Leadership Amongst Youth (CLAY)
DATE: Tuesday, July 3rd, 2018

UPDATE

From Friday, May 25th to Sunday, May 27th the MSU CLAY Conference took place at Camp Trillium and it was a huge success! While a significantly less amount of youth attended conference this year (118 students showed up, there was about 12 students who failed to show up the Friday morning of conference or had to pull out for personal reasons), the verbal feedback I've heard from both delegates and staff has been all positive. I am incredibly proud of the conference by team and I pulled off, and it was fulfilling to see all our hard work come together. **Staff and delegate feedback (qualitative and quantitative) will be included in my transition report.**

SERVICE USAGE

Outreach

We had about ~130 students register for conference, with many pulling out the days leading up to conference or not showing up the Friday morning of. Prior to conference weekend, all registered delegates were sent a Delegate Welcome Package containing all information about drop off and pick up. We had 15 delegate groups this year with 7-9 delegates in each group – I have heard from multiple LD's that this ratio of delegates to staff was ideal in regards to delegate connections and LD's feeling more competent about handling their group's logistics and forming closer/intimate relationships with their students. Unfortunately this year, we were not able to partner with the Crown Ward program in Hamilton as they did not have the funding to send any students by the time we needed all delegates registered. Our Outreach team did reach out to a number of high schools in Peel, Hamilton and Toronto and organizations located in Hamilton including Empowerment Squared, Boys and Girls Club, Pathways to Education and NGen. All delegates from these organizations paid either partial subsidies of \$82.50 + HST or were completely subsidized (32 delegates), the rest [aid in full either through their schools or by their own accord (\$165.00 + HST) apart from one. I have confirmed all delegates that paid in full have paid, and still double checking to ensure delegates who could pay the partial subsidy have paid. For next year, hopefully Crown Ward will have the funding to send students, I feel as if this had happened, more delegates could have attended (like in 2016 and 2017) and been paid for through this partnership. 42 delegates attended from Hamilton/Ancaster high schools. It would be lovely to see this number increase in future years, but a stronger partnership with open communication needs to be formed with the HWDSB school board.

Ezza Jalil and Morganna Turner did a fantastic job with the time they were provided with to recruit delegates for conference. It is not an easy job to promote something

like CLAY to people who have never heard about it, and they worked tirelessly to get delegates by sending hundreds of emails, meeting with community partners, talking with guidance counselors and doing class talks. They recruited such an incredible group of delegates this year for conference – the students this year were unreal!!!

Events

The Events Team and their team of Leadership-Developer Events went ALL out this year with new and improved events! I was so, so impressed with how hard these 7 individuals worked to improve delegate experience – while sessions are incredibly integral to the success of delegate-staff interactions, events at conference play a massive role in forming a larger feeling of community during the weekend itself. The Theme Night was incredible – there was such thought put in to planning the programming to ensure it was accessible to all individuals and that there was an array of activities for people to partake in. Jess and Devin (and their team) planned and created handmade Carnival Games with prizes, a boardgame corner, interactive dance party and even had a cotton candy stand. There was something for everyone! They worked to revamp the Camp Hour, which was introduced last year. The hour of free time to chill with your session group was rehailed so that there was facilitated activities including a Arts and Crafts Jam Session in the Bell Tower, an Escape Room, Pick Up Sports, and Capture the Flag. The Greatest Show (Coffee House) experienced some issues with logistics and execution, but was nonetheless such a safe and supportive space for so many talented people to share their skills! It was followed closely by a beautiful campfire in which s'mores were made and distributed by the LDE's and songs were led by staff. The guest speaker Dejehan Hamilton was a huge hit with the delegates! Jess and Devin ensured they were finding a speaker who might've been able to relate better to delegates this year – someone who we met with beforehand to ensure he was adjusting his talk and style to the demographic at conference was very helpful and showed us that he had a vested interest in the students who were actually attending.

Jessica Sadri and Devin Glim blew me away with creating such a strong foundation for their LDE team – they were a huge pillar of support for their team of 5 and I trusted them so much with the execution of conference events. They were able to create an environment that allowed delegates to connect to others outside of their session groups. In the CLAY recap video, if you fast forward to scenes from The Greatest Show, you'll be able to see a number of delegates from different groups come together to perform and I think that speaks volumes to how well Jess and Devin worked to create a community.

Sessions

Matthew Shannon and Sabrin Salim created 8 sessions for delegates to engage in during conference weekend with various consultations done with equity based services! I was incredibly happy with the amount of creativity and thoughtfulness that went into incorporating delegate and staff feedback from 2017 to improve the sessions for this year – from the activity names to materials to content itself. Their sessions had a very natural and purposeful build up in establishing group dynamics within session groups and it was something you could spot tangibly with delegate groups after they were done each session (from a third party perspective!). They revamped the Trust and Risk session, changing it to Trust and Consent to be more reflective of the content they were adjusting. Their Social Awareness session thoroughly impressed me as they restructured both activities and materials to be more applicable to actual real life situations and experiences high school students go through on a daily basis. Matt and Sabrin were also sure to run through with staff during training weekend tips and advice on how to execute content so it is less

robotic and more meaningful for students to engage in. Their Support and Wellness session also allowed delegates to touch on topics that are more of a serious nature, and worked hard to ensure that they were actively incorporating ideas and activities that would work to create a safe space in session where delegates and staff alike could feel comfortable opening up about their lived experiences with mental health and illness – they ensured that their activities also focused on discussing ways of active self-care, as well as debunking stigma and perceptions of mental health and how it is fluid, and how experiences with MH differ in different communities.

I am so proud of Matt and Sabrin for all of their hard work leading up to conference – this is the co-ship I find that has to spend the most amount of time together going back and forth on different ideas and opinions, which can be exhausting. They were able to have materials completed for training weekend itself, which is difficult to do because most of the time there is so much running around the week before getting things finalized. This helped a lot with staff feeling more comfortable going into conference weekend itself, as they knew which materials they needed to use for which session and how to use it.

Sponsorship and Fundraising

Angelica Rivas and Atiya Iqbal were two individuals I took a chance on when hiring them and putting them together in this role specifically, as neither one of them had done CLAY before but were now responsible for bringing in money to subsidize delegates. Looking back now, this is one of the best hiring decisions I could've made. The two of them balanced one another out so, so well – this co-ship brought in a total of \$6611.45 of sponsorship and fundraising money, as well as donations from Moksha Yoga, the Campus Store, and the Hamilton Tiger Cats (and wine from Scott – thank you!). They were able to raise this money by hosting succulent sales, working alongside Giancarlo to plan a Trivia Game amongst staff during the second staff social, and reaching out to a number of faculties and businesses. They were incredibly organized and developed contingency plans once they realized that they were not going to get money from certain businesses (or that Crown Ward did not have the budget to send delegates). They have put so much effort into reducing financial barriers for delegates, and it is because of the two of them that so many delegates, especially in Hamilton, got to have this incredible experience. Boys and Girls Club reached out to our Instagram post-conference and sent us videos of their students talking about CLAY and doing the cheers, and let us know that CLAY is all they had been talking about since they got back and how appreciative they were that their youth got to have this experience that they will carry with them for the rest of their lives! It is so important that CLAY continues to happen for the Hamilton community – students who would otherwise not have the opportunity to attend a conference of this caliber because of financial barriers get to experience the same chance at self-development and growth because of this role. It is so important that we are working to continue making the conference as financially accessible for youth as possible – a massive number of delegates came up to me after Closing Ceremonies while the I'm Special Because activity was happening to thank me and my team personally for allowing them the opportunity to come to conference because of the experience they were walking away with – so many of them were so unbelievably thankful and raving about their time during the last three days (many delegates who expressed hesitancy about coming in the first place during delegate calls leading up to conference or during Outreach meetings).

Media and Design

Haleigh Longo is a literal superstar! She did such a phenomenal job with developing and redefining CLAY's branding – she created beautiful design materials with CLAY's

color scheme while incorporating elements of our carnival theme this year! The delegates absolutely loved the lanyard colors, and our entire team was blown away by the beautiful manuals, massive banner, and t-shirts Haleigh created. I want to also give such a **massive shoutout** to Connor MacLean for the absolutely gorgeous video he created and photos he and Haleigh took capturing special moments during conference weekend. They placed an emphasis this year on taking more candid and group pictures of delegates actually partaking in activities and making friends, and the photos for conference this year reflect that - you can see the tangible joy in the conference photos and I am so, so pleased looking through them. They 110% capture the feeling of community that was present at CLAY this year. I have had so many people reach out to me to heavily compliment the CLAY recap video this year (including past Coordinators, even from 2015) - if you have not seen it yet, **please watch it!**

Volunteer and Logistics

This conference ran so smoothly. In addition to Camp Trillium being so centralized which makes getting around the camp easy, Giancarlo Da-Re was an absolute champion in the amount of work and thought he put into planning the logistics for every event. We went with Two-Way Radio Rentals as we did last year, and this year all of the LDE's and Media Leaders Team had radios and this made communication a lot more efficient and effective. It is definitely worth the money to get extra radios! We worked in a lot of buffer time into the schedule, and this mitigated us ever getting too behind or off of schedule. We were able to follow our schedule exactly, while Giancarlo and I accommodated different for every group. For example, some groups that were deep in conversation during session and running late to lunch were able to continue maximizing those conversations as Giancarlo and I would plate food and bring it to them. Giancarlo and I worked incredibly well together - we were able to balance one another out so well, and come up with solutions on the spot together that were different from how past year's LDL/Coordinator had handled different situations, and that was very comforting to know I could rely so confidently on Giancarlo. He was great leading up to conference, as he ensured every single aspect of conference (that we were aware of) was planned accordingly with a contingency plan set in place if anything were to come up. One thing that Volunteer and Logistics did especially well this year was prioritizing delegate experience above all else - logistics are malleable and can be moved around, delegate experience should come above all else. Prioritizing delegate experience paid off - taking a more relaxed approach with logistics but ensuring we were striking a balance was reflective in how the vibe was at CLAY this year. Delegates were more comfortable with coming up to both Giancarlo and myself and voicing any concerns they had about certain events or how their experience was going at CLAY, and this was so helpful as Giancarlo and I worked then to ensure we were changing things and adjusting logistics as need be for both delegates and staff.

PAST EVENTS, PROJECTS, AND ACTIVITIES

CLAY happened! What a perfect weekend!

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Staff Reunion

I'd like to plan a staff reunion sometime this summer - it'll be a chill thing with perhaps a waterfall or Cootes hike, and maybe a movie/picnic! It will be a nice way for staff to get together and catch up. Because conference is so delegate focused and fast paced, sometimes staff won't get to interact too much! Having a nice reunion might help strengthen the bonds that were set up at CLAY!

Exec Reunion

I would still like to use the remaining money in my Exec Appreciation Line to plan something with my exec team, as they definitely deserve something special! I'd like to have a bonfire at Altitude and then a nice dinner.

Conference Reunion*

Originally, I wanted to have a Staff and Delegate reunion event in July with catering through 1280 or Paradise Catering (a BBQ picnic on BSB field!). While I have vocalized I don't mind working past my contract, I don't think there is funding for it available.

RECOMMENDATIONS FOR NEXT YEAR

I will be including a much more detailed list of recommendations in my transition report for next year once I complete delegate and staff feedback, but here are some from the top of my head! In my transition report, I am going to go through all major events on the schedule (i.e. delegate registration; delegate move in; delegate move out; etc.) and note what went well and what can be improved for next year.

Conference Support - EFFT

This year Dani Campagnolo from EFRT came up during conference weekend! Dani was such a phenomenal presence to have at CLAY! Her expertise was very useful and saved us a number of times - I don't know what we would have done without Dani there because there were many health concerns with delegates (i.e. faintness because of the weather, allergic reactions, holding staff/delegates accountable in taking medication, etc.). Having a member of EFRT there is a hugely effective, and we did not have to take any LD's out of session which has happened in the past.

Continue Camp Hour

Having unfacilitated, chill time for delegates and staff alike is so important - CLAY is already so hectic and filled to the brim with programming, so it is nice to have a portion of the day dedicated to ensuring people can get back to an equilibrium and take some time for themselves if need be. We tried to balance this with having facilitated events led by the LDE's including an Escape Room, Capture the Flag, and an Arts and Crafts Jam session so that delegates who wanted to partake in an activity would be able to - these events also have a big role in forming a larger sense of community at CLAY outside the session room.

Speaker Demographic

Having a guest speaker who was born and raised in Hamilton, closer to the delegates age, someone they can better relate to through shared experiences, and having them come in pre-conference to learn about what CLAY is and its purpose was a good decision my Events Coordinators and myself made. Dejehan also made his talk interactive by having delegates and staff come up to the front of the stage, which was a huge success! I found delegates were able to get more out of the talk as they were more engaged and vested in what he had to say.

Meet with Community Partners ASAP

One thing I did not do this year was set up a meeting with the HWDSB (Hamilton Wentworth District School Board) - perhaps if I had done this earlier, we might've been able to establish working towards a better relationship with them and finding a common ground that would've been beneficial in recruiting delegates from Hamilton public schools. They said that they were no longer able to sponsor delegates or promote CLAY because it would be a liability as the school board isn't planning it.

Sleep!

Maximizing and prioritizing the amount of sleep staff is getting is incredibly important to ensure they are as alert with their delegates each day. This year, GC and I adjusted the schedule to maximize the amount of rest staff was getting, with nights being planned to not go later than 1:00 AM.

BUDGET

This year is unique in that I required additional money for Devin Glim’s transportation to and from Camp Trillium (wheelchair accessible cab). The lines within my account code were not reflective of certain costs/fees that I need to complete in order to run a successful conference. Sponsorship & Fundraiser Coordinators have raised close to 7K and this money went towards providing partial/full subsidies to delegates, with a priority on students coming from local Hamilton organizations. **The final budget breakdown will be included in my transition report, as I do not have the breakdown from Underground yet about those charges.**

CREATING LEADERSHIP AMONGST YOUTH				
EXPENDITURE				
ACCOUNT CODE	ITEM	BUDGET / COST	PO SUBMITTED (DATE)	PO APPROVED
6102-0121	CLAY - CAMP FEE	\$28,800.00		
	Meal Costs	\$15,725.00		
	Accommodations	\$10,350.00		
	Room Rentals	\$800.00		
	TOTAL SPENT IN LINE	\$25,775.00		
	REMAINING IN LINE	\$3,025.00		
6102-0121	CLAY - TRANSPORTATION	\$4,000.00		
	Staff bus one way (May 25th)	\$339.00	Devin's transportation total	\$496.30
	Delegate Bus x 2 (May 25th)	\$1,356.00		
	Staff Bus one way (May 27th)	\$339.00		
	Delegate Bus x 2 (May 27th)	\$1,356.00		
	Accessible Cab to Camp Trillium (May 9th)	\$220.00		
	Morganna Trips Part 1 (Gas Reimbursement)	\$24.60		
	Emergency Transport (Devin)	\$26.30		
	NGen/Empowerment Squared UBER Visits	\$53.46		
	Boys and Girls Club UBER Visits	\$43.24		
	Camp Trillium Visit (Giancarlo Gas Reimbursement)	\$75.30		
	Camp Trillium Visit (Matthew Gas Reimbursement)	\$75.40		
	Events Transportations (U-HAUL Rental & Gas)	\$150.00		
	Ezza Outreach Visits Part 1 (Gas Reimbursement)	\$64.50		
	UHAUL Rental & Gas	\$150.40		
	Devin Glim Transportation Roundtrip (25th, 27th)	\$250.00		
	Morganna Outreach Visits Part 2 (Gas Reimbursement)	\$108.85		
	TOTAL SPENT IN LINE	\$4,632.05		
	REMAINING IN LINE	-\$632.05		

6102-0121 CLAY - PRINTING/ADVERTISING		\$1,200.00		
	Sponsorship Package Design + Print	\$194.00	Underground total	\$7,139.00
	Staff Team Promo	\$75.00		
	Planning Team promo (UG)	\$75.00		
	Outreach Promo Contest (campus store)	\$75.00		
	Facebook promo - delegate registration	\$40.00		
	Succulent stickers	\$71.00		
	Campus Store Hat (Giveaway)	\$30.00		
	Staples Printing (waiting for reimbursement)	\$23.50		
	Sessions Boardgame Printing & Lamination	\$29.75		
	Delegate Packages	\$506.52		
	Outreach Packages	\$506.52		
	Rave Cards	\$69.75		
	LD Manuals	?		
	Delegate Manuals	?		
	LDE Manuals	?		
	Nametags	?		
	Photobooth banner	?		
	Delegate Welcome package design	?		
	Lanyards	?		
	12"x10" Boardgames (Sessions Materials)	\$24.75		
	Identity Cards (Sessions Materials)	\$16.50		
	Camp Hour/Theme Night Materials (Events)	\$13.32		
	Sessions Materials Printing	\$53.10		
	TOTAL SPENT IN LINE	\$1,803.71		
	REMAINING IN LINE	-\$603.71		

6102-0121 CLAY - EVENTS		\$2,000.00		
	Keynote Speaker	\$600.00		
	Amazon Prime Materials	\$106.36		
	Dollarama Materials	\$93.95		
	Canadian Tire Materials	\$263.10		
	Fortinos Materials	\$13.54		
	Bulk Barn Materials	\$75.00		
	Poppacorn Total	\$29.83		
	Canvas Photo Frames	\$190.22		
	Cotton Candy Rental	\$249.73		
	Home Depot Materials	\$23.50		
	Helium Tank Rental	\$101.67		
	Bargain Balloons	\$34.89		
	LDE/Media Leader Team Hats	\$36.13		
	Reimbursements	\$60.00		
	Walmart Materials	\$87.14		
	TOTAL SPENT IN LINE	\$1,965.06		
	REMAINING IN LINE	\$34.94		
6102-0121 CLAY - SESSIONS		\$500.00		
	Sessions Materials	\$506.77		
	TOTAL SPENT IN LINE	\$506.77		
	REMAINING IN LINE	-\$6.77		

6102-0121 CLAY - TRAINING		\$500.00		
	AOP UM Coffee/Tea	\$64.00		
	May 19th Staff Meal (Lunch)	\$146.80		
	May 19th (Vegan Meal - Taco Del Mar)	\$8.80		
	May 20th (Gluten Free Meal - Starbucks)	\$3.49		
	May 20th Staff Meal (Lunch)	\$139.00		
	Training Weekend UM Coffee/Tea	\$90.40		
	Drinks/Plates/Snacks for 19th and 20th (Breakfast for 19th included)	\$92.78		
	Metro - Training Weekend Breakfast (20th)	\$25.63		
	Foam plates	\$6.78		
	TOTAL SPENT IN LINE	\$577.68		
	REMAINING IN LINE	-\$77.68		
6102-0121 CLAY - T-SHIRTS		\$2,200.00		
	Delegate Shirts	?		
	Staff Shirts	?		
	Exec shirts	\$434.00		
	TOTAL SPENT IN LINE	\$434.00		
	REMAINING IN LINE	\$1,766.00		
6102-0121 CLAY - STAFF APPRECIATION		\$700.00		
	Meal for Hiring Board	\$55.21		
	Exec Retreat Snacks	\$110.00		
	Staff Team Hiring Snacks + Meals	\$178.03		
	Exec Meeting Meal (April 22nd)	\$53.90		
	Starbucks treat	\$15.76		
	LDE/Media Team Frozen Yogurt Treat	\$23.82		
	TOTAL SPENT IN LINE	\$436.72		
	REMAINING IN LINE	\$263.28		
6102-0121 CLAY - LDL EXPENSES		\$800.00		
	Radios	\$799.00		
	TOTAL SPENT IN LINE	\$799.00		
	REMAINING IN LINE	\$1.00		

6102-0121 CLAY - YEAR-LONG EVENTS		\$1,000.00		
	Staff team hiring materials (labels; admit tx; markers; baskets)	\$30.06	SALE	COST OF
	AvTEK - Staff Social #1	\$112.61	Succulents (S&F #1 sale)	\$678.00
	Staff Social #2: Curry's Art Materials	\$5.79	Succulents (S&F #2 sale)	\$1,050.00
	Staff Social #2: Serve Ping Pong	\$439.20		
	Staff Social #2: Shopper's Snacks	\$22.97		
	LDE Bonding/Training Refreshments	\$57.81		
	Staff Social #2: Dollarama Materials	\$42.43		
	Delegate/Staff Snack (Friday evening)	\$63.87		
	Session Group Photos/Glue sticks	\$61.67		
	Lanyard hooks for nametags	\$28.19		
	Feminine hygiene products/juice boxes/extra watches for staff	\$33.09		
	Misc. items for conference (i.e. flashlights, garbage bags, etc.)	\$61.75		
	Saturday snacks for staff/delegates; snacks for LDE/V&L/Events	\$89.56		
	Extra toothbrushes for delegates/staff	\$14.99		
	Dates for Ramadan	\$11.98		
	Nametag Holders	\$85.25		
	Extra misc. Sessions materials (paid for out of pocket - glue sticks, glue guns, scissors)	\$44.17		
	TOTAL SPENT IN LINE	\$1,205.39		
	REMAINING IN LINE	-\$205.39		
TOTALS				
TOTAL BUDGETED DISCRETIONARY SPENDING			\$41,700.00	
TOTAL ACTUAL DISCRETIONARY SPENDING			\$38,135.38	
REMAINING DISCRETIONARY SPENDING			\$3,564.62	

CONCLUSION

CLAY's success this year would not have been possible without all the support and help we have gotten. There was many people who played a crucial role in helping with the near perfect (in my opinion) the execution of conference weekend: thank you to the 2017 and 2018 BoD, full-time staff (especially Pauline! <3), a passionate and dedicated planning team who absolutely KILLED their respective roles and made my

job and life 10x easier and brighter, 46 phenomenal volunteers who worked tirelessly to create a safe and supportive space for students, community partners and sponsors, and over 100 delegates who were brave enough to step outside of their comfort zones to attend CLAY this year.

CLAY is one of the most meaningful things I have ever gotten the chance to experience, with it being the first thing I got involved with at McMaster during the end of a particularly difficult first year the last thing I have done at Mac. I could not be more proud of the conference my team and I pulled off - taking a step back by planning the behind the scenes work was a huge step outside of my own comfort zone. Budgeting, administrative work and logistics had never my favorite things about conference - delegate interactions were. I remember struggling with the fact that I would not have my own delegate group this year, but being able to see this conference from a different perspective and seeing the hard work and dedication that goes into this role into ensuring the success CLAY has provided me with an experience and skillset that I will carry with me forever. Because of my team, during conference weekend I was actually able to talk to so many delegates and have those one-on-one conversations with them about their lives, experiences, and hear about their time at conference. I got to do it all! There were definitely times where I felt jaded by the planning experience as a PTM, but experiencing the final product come together and seeing delegates interact with one other and staff during conference, and especially being able to finally put faces and stories to names that were just on administrative spreadsheets before conference made it all worth it.

I received an email from a fully subsidized delegate shortly after conference was over, and in it he wrote *"I personally wanted to genuinely thank you for your work toward the CLAY conference. Because of you, I was provided with a great opportunity to not only share but also to expand my knowledge in a trustworthy community of great individuals. I honestly learned more about myself in barely 3 days than I ever did in 15 years. You, the LD's, and the team empowered me to really be productive and work toward my passion to impact the world positively. There wasn't one moment where I wasn't happy. I made bonds and friendships that will last me a lifetime TBH. If I were to change one thing I would only change the length to spend more time with everyone and make it so you are the coordinator for longer. From the depth of my EXISTENCE, I thank you for the long-lasting impact YOU made on my life through CLAY, and this goes for the entire team!"* This email made me remember why I applied to be Coordinator in the first place, and also reminded me what I got out of CLAY the first time around I did it, and why I continued to stay involved with it after that first year in 2015. This email also reminded me why we have a service like CLAY within the MSU in the first place and who it is for and why is it important we continue to support it.

This conference has provided me with a confidence in myself and abilities - it has honestly been one of the most challenging yet rewarding things I have ever done, and I am so thankful that I was given this opportunity in my fourth and final year at Mac. I cannot wait to see the continued growth of this conference! I know it will only get better from here.

Thank you from the bottom of my heart,

A handwritten signature in black ink, appearing to read 'Rachel Persaud'. The signature is stylized with a large, looped 'R' and a long horizontal stroke extending to the right.

Rachel Persaud
CLAY 2017-2018 Conference Coordinator



REPORT

From the office of the...
Diversity Services Director

TO: Members of the Executive Board
FROM: Mijia Murong
SUBJECT: Diversity Services Report 1
DATE: July 15, 2018

YEARPLAN UPDATE

First, after a successful hiring process, the Assistant Director of the service has been hired. Prarthna Sakhuja was the perfect candidate for the job because of her competencies and previous experiences, knowledge, and passion.

Secondly, along with the PTM's of other equity based MSU services, we are looking to strengthen, and make public, our collective position regarding the University's anti-disruption guidelines. Diversity Services, WGEN, Maccess, and Pride were approached by a McMaster student interested in studying perspectives on the guidelines as a part of their thesis, and we were asked to clarify our stance. We decided to move forward with a set of written-responses to their questions, and upon completion they will be reviewed by Michael Wooder and Stephanie Bertolo before they are shared.

Finally, conversations regarding the establishment of a "Research and Training Coordinator" position within the service have been initiated. Although we are unlikely to hire in the summer, hopefully we can use the month of August to establish the logistics of the role, such that we can open up hiring in the fall. I hope to use the upcoming year as a trial-run to understand whether such a position will be impactful. Some of the rationale behind this position is as follows:

1. Diversity Services is approached frequently regarding AOP training and other education-based workshops relating to equity and inclusion. Currently we don't have the capacity to meet these demand
2. Many more MSU services, clubs, and student groups may benefit from AOP training. Having a coordinator means we can be proactive in offering them
3. Opportunities to collaborate with WGEN and MACCESS to provide training that better acknowledges the intersectionality of equity-related topics can be explored by the coordinator

4. The Bridges Coordinator's role should be re-evaluated, presenting an opportunity to replace the position with that of the Research and Training Coordinator

SERVICE USAGE

In the next month we will be offering AOP training to Horizons and Rez-Life. Both trainings involve an updated format of delivery: we are going to try a more interactive form of training by splitting the students into small groups and having them participate in scenarios that represent instances of microaggression and discrimination which requires them to act/speak up, followed by a debrief with a trained facilitator.

PAST EVENTS, PROJECTS & ACTIVITIES

N/A

UPCOMING EVENTS, PROJECTS & ACTIVITIES

In the upcoming months, our priority is to delivery AOP training, and hire a team of executives. Executive hiring should open up in early august, with hiring taking place before the end of the month.

I've also met with the VP Education, and we (myself and interested service execs) will be working together on a policy paper on Racial, Cultural, and Religious Equity in the winter semester.

BUDGET

N/A

VOLUNTEERS

N/A

CURRENT CHALLENGES

Since Assistant Director hiring took longer than anticipated, we are faced with a relatively tight timeline with regards to Exec-hiring. Even if the exec team is chosen before the end of summer, the time to train, brainstorm, and bond with the Execs is limited. Considering the hectic nature of Welcome Week, we may also have a hard time with meetings at the beginning of the year. The best-case scenario is that all of the exec team is hired by mid-August, and 1 full-day of training is held before WW begins.

SUCSESSES

The hiring process for the Assistant Director has shown that there are a lot of highly qualified folks interested in being involved with the service!

OTHER

N/A



REPORT

From the office of the...

Macademics Coordinator

TO: Members of the Executive Board
FROM: Angel Huang
SUBJECT: Macademics Report 2
DATE: July 17th, 2018

YEARPLAN UPDATE

For Macademics, these past weeks have been all about getting ideas onto paper and plans into order. After returning from my travels, I was able to catch up on my training and conduct my one-on-one meetings with each of my exec team members. During these meetings, I was able to consolidate many things amongst my execs, including their preferences for teamwork and communication, their ideas for the year, what they can expect from me in my role, as well as clarifying their responsibilities and duties. It was a great opportunity for us to get to know each other better so we can ensure that we create a team environment that works for everyone and one in which everyone feels safe and confidence.

I've also been able to reach out to some groups and organizations, including SHEC and MacPherson Institute, regarding potential collaborative events and projects. I hope to continue sending out more emails when I return from my vacation as I'd like to set up more meetings and really get Macademics involved with other groups and services.

While we have no major events or campaigns planned for July, Macademics will be represented at the Horizons Successfest on July 28th and will also be hosting a workshop about university academics for the delegates. Overall, I have been keeping up with the goals in my year plan and am feeling confident going into the next few weeks despite my travels. I will be on vacation from July 11 - August 1, but my team and I have been communicating very well about when we will be away, etc. so I have no concerns that my absence will be difficult on our service. For example, as I will be away during the Horizons conference, two of my execs will be running the Macademics workshop. I have created a cheat sheet for them to follow as a guide for the day and we have also held a meeting to touch base and go over any questions so they feel prepared on the day of.

SERVICE USAGE

Though Macademics hasn't hosted any initiatives this month, our reach can still be quantified on our social media platforms. Our Facebook page, @MSU.McMaster, has grown to **920** likes and **925** followers from the previous 910 likes and 915 followers. On Twitter, which we are currently inactive on, the Macademics page, @MSU_McMaster, has remained at **173** followers and the Teaching Awards Ceremony page has grown to **514** followers from 509. As Facebook is our primary avenue of communication and engagement, I plan to focus most of our outreach on our Facebook page and aim to grow the page to **2000** likes this year through planning various campaigns and contests with my promotions executives.

As well, now that the Facebook group, "McMaster Used Textbook Sales [All Years]," is being moderated by Macademics, it will be useful to include updates from that page too. Macademics can advertise itself through the use of the banner photo, etc. on the textbook sales page, and that page has a much larger audience. This month alone, I have approved **504** member requests, bringing the page to over **28,300** members.

PAST EVENTS, PROJECTS & ACTIVITIES

Macademics' recent activity can be summarized here:

Page Moderation for "McMaster Used Textbook Sales [All Years]"

Recently I have been regularly moderating the "McMaster Used Textbook Sales [All Years]" Facebook group through accepting and declining member requests, filtering out irrelevant posts, overseeing member-reported content, and answering questions. One major change that I've made has been the addition of questions to member requests. Now, when someone requests to join the group, they are prompted to answer three questions that make it easier to efficiently moderate member requests:

"Are you a student at McMaster University?"

"What program are you studying?"

"Will you use this Facebook group exclusively for its intended purpose?"

One-on-One Meetings with Execs

These past few weeks I have had the chance to speak to all of my execs in their 1-on-1s. Each of these meetings took around 45 minutes to an hour and were extremely effective for

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Upcoming events and projects include:

Team Meeting and Training

Next on the horizon is our first team meeting, which will provide our team the chance to finally all be in the same room and get to know each other and our ideas. It will also be the time for me to provide my exec team with training on our service, event planning, budgeting, and other

general information that may be pertinent for them throughout the year. I plan on hosting this meeting at the beginning of August.

Plans for Collaboration with SHEC, Spark, and MacPherson Institute

I plan to meet with the coordinators of SHEC and Spark as well as Dr. Beth Marquis from MacPherson Institute to discuss some ideas for collaborative events or projects for the year.

Horizons Successfest and Workshop

Macademics will be participating in and representing ourselves at Horizons Successfest on July 28th. My team and I have also created a 15 minute workshop to present to delegates during the Horizons' workshop sessions. Our workshop revolves around university academics and covers topics like what to expect, what academic success is and might look like, resources and support on campus, and how university grants students a unique opportunity to explore their interests and find their purpose in life.

BUDGET

I have not received the updated Excel sheet for spending yet, so I have just summarized my spending in the template below. Thus far, I have spent funds only in the Advertising and Promo budget line:

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6501-0312 TCHA - ADV. & PROMO.	Standing order for MSU Underground	
	TOTAL SPENT IN LINE	700-
	REMAINING IN LINE	1000
6501-0312 TCHA - ADV. & PROMO.	Registration fee for Clubsfest 2018	
	TOTAL SPENT IN LINE	20-
	REMAINING IN LINE	980
	TOTAL SPENT IN LINE	-
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	-
	REMAINING IN LINE	
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		-
TOTAL ACTUAL DISCRETIONARY SPENDING		-
REMAINING DISCRETIONARY SPENDING		-

VOLUNTEERS

Having just recently spoken with each individual member of my executive team, I am currently taking feedback and suggestions based on last year's

experience with our general volunteer team to improve upon this year's volunteer structure. I am trying to consolidate all the ideas and opinions that I've heard and construct a new structure or plan that might eliminate some of the issues that occurred last year. Last year was the first year that Macademics operated with a general volunteer team and some of the major concerns included lack of volunteer engagement, an unequal distribution of tasks, and a lack of the sense of community or team felt by the volunteers. Hopefully, our new volunteer structure will be able to mitigate these issues and provide more experience for future Macademics teams to build upon. We plan to hire our volunteers in early September and have them all trained by the end of the month.

CURRENT CHALLENGES

I am planning to take on an element of rebranding this year to create a more well-understood identity of the service. Macademics' purpose seems to sometimes confuse students and I hope that with the proper promotional plan, we can consolidate Macademics' identity in the broader McMaster community. To rebrand, I hope to discuss promo plans with Haley Green (Communications Officer) and Michael Wooder along with my promotions executives. As an example of a potential change to be made, I would really like to bring in some more multi-media content, like short vlogs in addition to existing blog posts.

Another challenge I'm currently facing is some difficulty with communication as my summer is full of travel plans and I am not living in Hamilton for the most part. Because I'm not able to be in Hamilton, my ability to be present and participate in certain things is unfortunately limited. However, I feel that once the new semester begins, communicating with my team and other members/employees of the MSU will be much easier.

Finally, I've been experiencing a bit of challenge regarding the planning for my team meeting. Everyone's schedules are very different and there has not seemed to be a single date that worked for everyone yet. I am hoping that we will be able to find more luck closer to, but as of right now, we will be tentatively getting together during the first two weeks of August. It's important to me that this meeting happens before the school year starts up because there is still a great deal of training I'd like to conduct and discussions that would take place best in person together.

SUCSESSES

Thus far, I feel successful about a few things:

i) It was great to be reached out to by Horizons to facilitate a workshop about university academics. We are aiming to target a lot of our outreach efforts at first year students this year to create greater momentum for future years of the service and so collaboration with services like Horizons and Spark are particularly helpful in this respect.

ii) I am feeling both successful and excited with the ideas that my execs have come up with for their respective roles for the year. There is certainly a sense of

ambition and drive that's present throughout the entire team and I hope that energy will keep us motivated for the rest of the year.

iii) Finally, another success for the service has been accomplishing my personal goal from last month of getting to know my exec team better and feeling more comfortable and confident in my role.

OTHER

Overall, I am truly excited to continue to see Macademics grow as a service at McMaster and I couldn't be happier to be facilitating that direction of growth. Thank you for reading my report and please let me know should you have any questions!



REPORT

From the office of the...

Shinerama Coordinator

TO: Members of the Executive Board
FROM: Lauren Liu
SUBJECT: Shinerama Campaign Report 2
DATE: July 12, 2018

YEARPLAN UPDATE

This month was used as a major planning month for July and August Shine Secondary Fundraising events. Campaign Assistant has been calling Shine locations, Sponsorship has been securing transportation and food donations, Promotions working on Awareness Campaign and Event Promo, Media & Design working on promo materials for July and August. Next month will include volunteer appreciation as well as increased fundraising events. My goal is to sort out all logistical issues re: Welcome Week this month, and into the beginning of August.

SERVICE USAGE

Average ~3k reach, weekly, on social media. We are continuing our 'social media cleanse' initiative in terms of filtering who our page follows, to ensure relevance, and wider access to resources and proper audience. We average ~25 new likes each week. We are considering including paid promotions for the awareness campaign.

Shiner of the Month: We have done a monthly social media push for the Shiner of the Month. For the month of August, we will increase this to Shiner of the Week, and for September (WW) , Shiner of the Day.

Bottle Drive Promo: 3000 reached

Dog Walk Promo: 2000 reached

PAST EVENTS, PROJECTS & ACTIVITIES

Events:

McMaster Charity Golf Classic

For the MSU Charity Golf Tournament, Shinerama provided prizes for the silent auction and volunteers to facilitate activities at various holes on the golf course. I recruited five volunteers for the day and worked with my Sponsorship Coordinators to obtain prizes. The event was a success with proceeds split between Shinerama and the MSU Childcare Centre. We are pending overall fundraised total.

Bottle Drive, July 7: collected \$370.00 worth in bottles. This was a hugely successful event this time around.

Dog Walk Wednesday, Wednesdays of July: This is not as successful of an event as we had hoped – we are discussing alternative events in order to compensate for the lack of fundraised dollars from this event.

Projects:

Shine Day: Currently, I have 50 locations confirmed for Shine Day. My Assistant Coordinator, Events Coordinators, and I are visiting and calling locations everyday and will continue to do so for the next two weeks. Regarding transportation, I will be booking chartered busses with First Student and have Blueline Taxi vouchers for faculty reps who are travelling further than HSR/walking distance. Blueline Taxi is confirmed to help us with taxi sponsorships. As the first year dining plan does not extend to Friday this year, I am also in contact with several pizza companies to discuss partnership options for providing lunch on Shine Day for first years. I am also looking to provide breakfast/tea/coffee and snacks for reps on Shine Day. I have also booked a guest speaker for opening ceremonies. Something new I would like to do this year is have faculty reps shining with first years students this year. I would like to have an opt-in for faculties to send a portion of their reps with residence reps and first years for the day, with a small percentage of funds raised in the group going to the respective faculty. This will promote faculty-residence collaboration and increase first year engagement with faculty reps while simultaneously helping to decrease the large number of reps going to one location. I have a proposed Shine shirt design which will be finalized and sent to the MSU for approval with a projected order date at the end of July. I have been in contact with Cystic Fibrosis Hamilton to find speakers for Shine Day.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Events:

1. Continuous Bottle Drive: Until end of September
2. Dog-Walk Wednesdays: All of July
3. Paisley Proceeds: All of August
4. Niagara Falls Fundraising: Sometime in July – Team bonding trip, volunteer appreciation day, as well as fundraising – I have already spoken to the team about costs of getting there, and interest.

Barriers: Only myself and one other volunteer have vehicles to use for the Bottle Drives. We (the exec team) will be sure to do something special/provide her with some compensation for gas money and mileage at the end of the term.

BUDGET

Budget: Nothing has been spent from the expense line apart this month.

Sponsorship: Sponsorship coordinators are seeking grants and monetary sponsorships, instead of in-kind donations.

Funds raised: We have collected \$370.00 from the second Bottle Drive. Online, we have raised just under \$9000, and will be taking on a Faculty Incentive initiative in order to increase online funds raised.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6301-0122	Ravecards	\$176.50
6301-0122	Bottle Drive Promo - Digi-Lite	-\$75.00
6301-0122	Sponsorship Package	-\$100.00
	TOTAL SPENT IN LINE	-\$351.50
	REMAINING IN LINE	\$14,648.50
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$400.00
TOTAL ACTUAL DISCRETIONARY SPENDING		-\$351.50
REMAINING DISCRETIONARY SPENDING		\$48.50

VOLUNTEERS

Successes: I have continued checking in with volunteers, and performing surveys to see how they are feeling about their role, and whether or not they are being provided with the opportunities they expected, or how they would like to get more involved. The feedback continues to be good so far. All members are signed up on Slack and are in better communication. I try and involve the volunteers in all of the major decisions of the campaign, such as the types of events we run, repsuits, rep jersey designs, promotions, so that they are able to feel connected to the team and that their input is valuable.

Challenges: The events which we had planned have not been receiving as much community engagement as we had hoped - and therefore there are less opportunities for the volunteers to get involved with the events. We hope that for next month, we will have more success with our events, and ensure that they are conducive to both high volunteer and community engagement.

Opportunities: In terms of professional development, I offered my team the opportunity to attend the Regional Shinerama Conference, which included leadership workshops, guest speakers, and the chance to interact with student leaders at other schools. My execs continue to develop skills in communication with business owners and managers, and working with professionals with media design and video production. Unfortunately, the date and the location of the conference was moved in Ottawa, and none of the members on our team are able to attend this year.

CURRENT CHALLENGES

N/A

SUCCESSSES

We are on great track for confirming Shine Locations, and are expanding the list of locations in order to reach new areas of Hamilton which we have not pursued in previous campaigns.

Keeping in contact with the Faculty Planners has been great, and we have been able to help them promote their events, increase engagement, and have Cystic Fibrosis Canada members attend their events as well.

OTHER

I will be reaching out to Greek Life societies and have them participate on Shine Day, as they have in previous years. I would also like to have an online incentive to encourage people to follow Shinerama on social media in the form of an Instagram or Twitter challenge, and increase online fundraising by Faculty Planners.



REPORT

From the office of the...

MACycle Coordinator

TO: Members of the Executive Board
FROM: David Zaslavsky
SUBJECT: MACycle Report 3
DATE: July 12, 2018

UPDATE

The service is now in extra full summer swing, reaching full capacity almost every day we're open.

A full, properly documented inventory and price system is now in place, going hand in hand with new organization.

A promo plan is being finalized, including a rebranding for the service. Await it at EB soon.

We are in the process of exploring our options with expanding space.

SERVICE USAGE

As a result of our new system on tallying our customers, we can now see the demographics of our users. While from last report we know that our users are disproportionately male and are probably either regulars (i.e., have been coming very often consistently) or heard about it recently through friends, we can now see enough breakdown by position within McMaster. During the summer months, we have a much larger proportion of graduate students than we did during the year, but still primarily students.

Here is a breakdown of our customers by position within the McMaster community (Figure 1). As mentioned, the majority of our customer base are undergraduate students, over the summer we have had a larger and larger proportion of graduate students and community members.

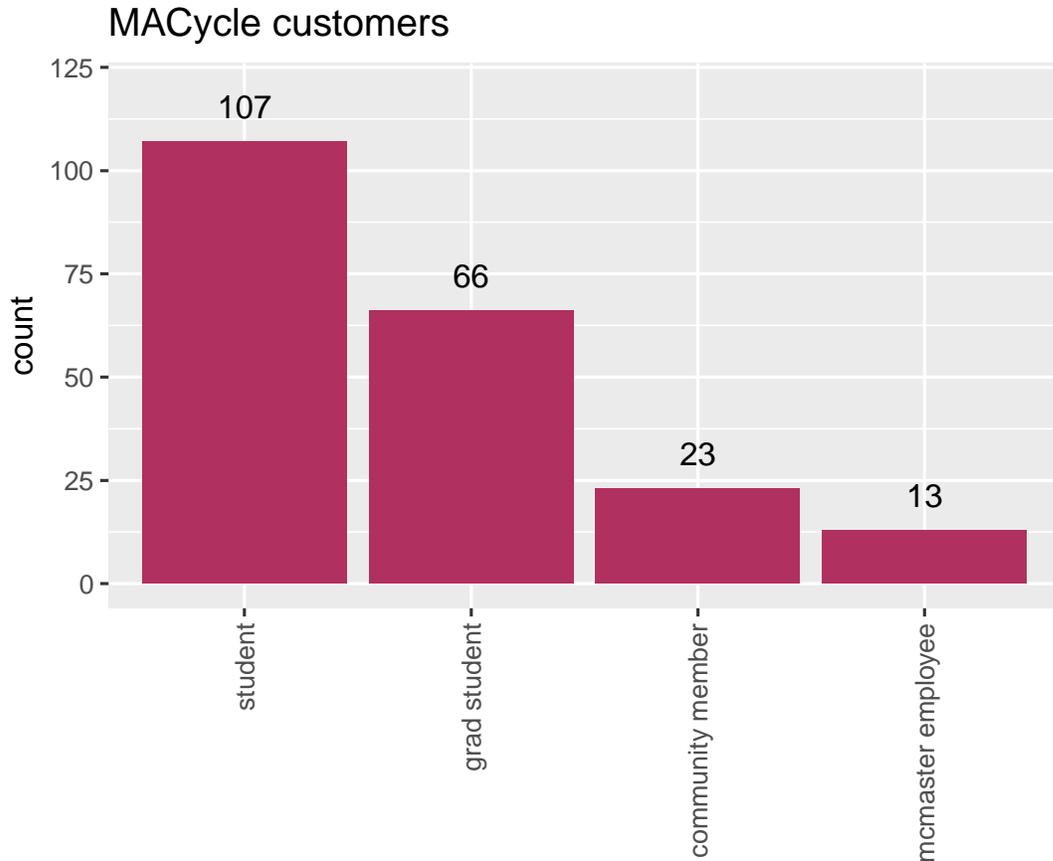


Figure 3 Results from customers asked what position they hold within McMaster. n = 215 of 217 obs., omitted are NAs (people who left without answering).

UPCOMING EVENTS, PROJECTS &

ACTIVITIES

There was a lack of interest in group road rides during the summer – we would poll people who came by, and nobody really wants that to ride for fun (all of our customers juts get from point A to point B). Perhaps there will be more success during the year when more people are here? Otherwise, we are planning our appearance at Welcome Week and

BUDGET

CURRENT CHALLENGES

Honestly, right now we're just chilling. The shop is very manageable in the summer with two paid positions. Relatively hectic during our weeknight operations but a good hectic. Almost always at full capacity on those days. The weekends don't see many people using the service but still a fair amount of people per day.

SUCSESSES

Organizing the space and taking inventory took a while. The shop has never really been organized or cleaned or maintained, and redoing years of disorganization and mismanagement was arduous but now we're at a good place.

We now empty our registers and turn in our receipts. That's new but hopefully soon we can actually assess and look at our revenue. Our spending looks in line with what we're expected to spend by the summer.



REPORT

From the office of the...

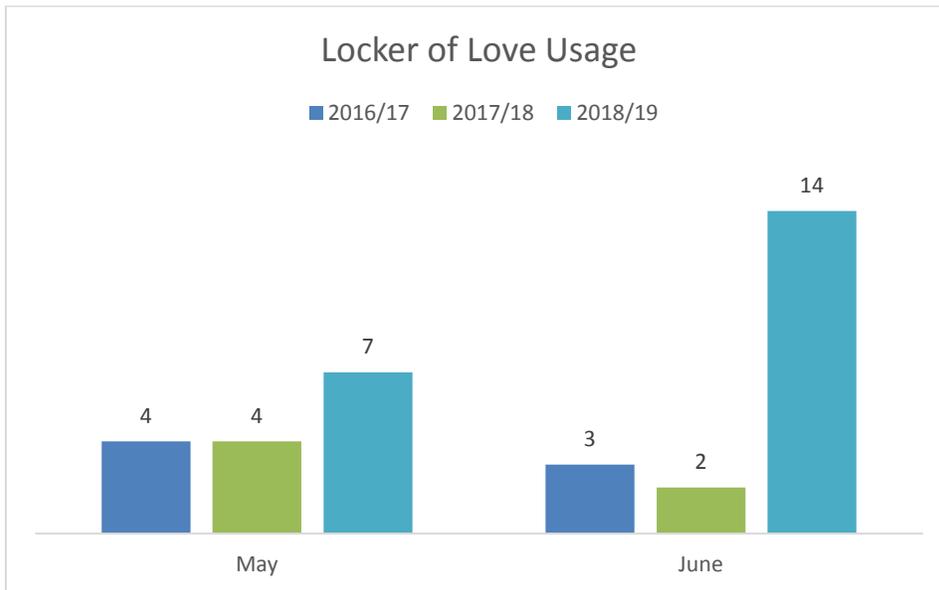
[Mac Bread Bin Director]

TO: Members of the Executive Board
FROM: [Hannah Philip]
SUBJECT: [Mac Bread Bin Report [#2]]
DATE: [July 17th, 2018]

YEARPLAN UPDATE

Fighting the Good Fight to alleviate food insecurity here at McMaster. This past month has been about consulting and gathering information of other food (in)security initiatives across the country and within McMaster to see if we can either improve our current initiatives or implement new ones.

SERVICE USAGE



Mac Bread Bin's Service Usage in Lockers of Love has increased significantly both from the previous month and from previous years. Last month we promoted our Food Collective Centre and Lockers of Love program on facebook which is probably responsible for the spike in orders. We're definitely happy to reach more food insecure students but if these numbers stay this high or increase we need to find more sustainable ways to support our students. Food insecurity is usually a financial issue so connecting our partners with Student Financial Aid Services may be a great way to introduce them to resources that they may not be aware of.

PAST EVENTS, PROJECTS & ACTIVITIES

Working on forming a student subcommittee with MCPI on food (in)security to get a feel of how students view the food climate here at Mac and to find areas or issues that we can create programming to tackle.

Working with Meal Exchange, to add questions to their Hungry for Knowledge Survey to get a better feel for the specific challenges that students at Mac face with regards to food insecurity and to understand the issues that post-secondary students at other universities face. Also using the questions from this survey to improve the current survey for our Lockers of Love Welcome Form to improve the quality of information gathered to better serve our partners

Working with SWELL to potentially find a kitchen on campus to run small cooking workshops or to possibly cook food in to distribute to students at a larger scale.

Talking to organizations at other universities with successful existing food distribution programs in order to discuss logistics such as budget, menu, space, and safety to see if it's feasible to implement here at McMaster.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Plan to open and close volunteer applications for our Good Food Box, Second Course and Food Collective Centre by early August. Then train our Food Collective Centre volunteers so that we can have the Food Collective Centre open and functioning as soon as the academic term begins. Ideally, we would train all volunteers at this time, but if prospective volunteers aren't in Hamilton, we can host a larger training session in September.

Now that we have an exec team we will be doing general training and team building soon!

BUDGET

Bread Bin has spent money on updating promo packages to hire our executives.

VOLUNTEERS

No volunteers yet, but will hire soon.

CURRENT CHALLENGES

We have long term partners who depend on us for emergency food support, currently brainstorming ideas to better serve this subgroup of partners to improve their situation without being overbearing or putting them off from accessing our services.

SUCSESSES

Mac Bread Bin (finally) has a full team!!!!

YEAR PLAN

MSU *Mac Bread Bin Director*

Hannah Philip

2018-2019

(submitted *June 13, 2018*)



OFFICE OF THE *Mac Bread Bin Director*
INTRODUCTION

Dear Executive Board,

Mac Bread Bin has always been an excellent source of emergency food support, and every year, the students who run Mac Bread Bin strive to ensure that their fellow students here at McMaster can focus on just being students. With increasing tuition rates, high rent as well as difficult personal situations; students find themselves having to choose between paying rent and buying books, or eating dinner. This is where Mac Bread Bin steps in with food-based programming and emergency food support to be there for our peers.

When we think of hungry people, the image of a starving homeless man comes immediately to mind, but here at McMaster, food insecurity is much subtler. It's your friend who is somehow never hungry. Your friend who has (maybe) eaten one meal today because sandwiches are just too expensive. It's easy to hide when you're a busy student, and unfortunately people feel the need to do so because of the stigma associated with being unable to afford to buy meals. This stigma is yet another barrier that stops people who need it from accessing our services.

That's why this year, I want Mac Bread Bin to focus on having these difficult conversations and take steps to normalize access to our services. Food security is a multifaceted issue that is historically linked to marginalised individuals and tackling this issue will require a more holistic approach. This will be done through short term programming (events, videos, educational campaigns) and improvements or additions to long term programming (running of Lockers of Love, and our Food Collective Centre for example).

All the best,

Hannah Philip

Mac Bread Bin Director (2018-2019)

Goals/Objectives

(calendar and checklist)

MAY	
Service Goal/Objective	Clean Food Collective Centre and make it more appealing
Why:	This is probably the first physical contact that Mac Bread Bin partners will make with Mac Bread Bin and/or emergency support. This space needs to be inviting, clean and comfortable so that we can provide support in any way we can.
Difficulties:	The space is small, so adding things makes it look even smaller.
Partners:	N/A

JUNE	
Service Goal/Objective	Hiring the rest of the team
Why:	Need a team to run MBB
Difficulties:	Summer, fewer people around, fewer people thinking about Mac
Partners:	MSU
Service Goal/Objective	Conversations about expanding Second Course
Why:	An excellent program that offers students baked goods that would otherwise go to waste. Expanding the program by increasing the food available both in amount and in variety would allow for more support available to food insecure students and would provide a space to have conversations about food insecurity so as to normalise and reduce the stigma associated with food insecurity and accessing our service.
Difficulties:	Sourcing this food, where to make this food, transport and health and safety of this food.
Partners:	Hospitality Services

JULY	
Service Goal/Objective	Make “Tasty-esque” cooking videos
Why:	Another way to promo MBB, specifically services that we offer. Plans are in place to make Vietnamese springrolls that will promote our Community Kitchen workshops and its ideals of inclusivity, joy surrounding diverse food and bringing people together.
Difficulties:	
Partners:	Fortino’s Community Kitchen

AUGUST	
Service Goal/Objective	Team Bonding!!
Why:	Need a team that trusts each other and feels comfortable
Difficulties:	Getting people out of their shell and also getting people together because people have lives outside of Hamilton
Partners:	Exec team
Service Goal/Objective	One-on-Ones + Training as a group for execs
Why:	Establish expectations, hopefully have the whole team together at this point to have a meeting
Difficulties:	Getting folks together in one place
Partners:	
Service Goal/Objective	Hire Volunteers
Why:	Need to get volunteers to run the FCC so we can open as soon as school starts
Difficulties:	Students may not be in Hamilton and/or thinking about McMaster
Partners:	MSU
Service Goal/Objective	Train Volunteers

Why:	Be able to prepare volunteers not only for the day to day tasks that they will need to accomplish while in the FCC, but prepare them for “worst case scenarios” as they are dealing with a new situation that they may not be comfortable in. Also making them aware and respectful of the fact that technically they are assisting and interacting with a vulnerable population. Making them aware of resources available at Mac so they know the limits of what they can do, and what Bread Bin can do. Make them aware of the exec team, especially the Director, Assistant Director and Good Food Coordinator as people who can support them and people that they can come to in case of questions or issues.
Difficulties:	Making the training short enough so that everyone wants to come to training and be interested and pay attention, but still filling the training with essential information and opportunities to do situational examples
Partners:	Maybe Maccess, and other MSU services with experience to help train our volunteers

SEPTEMBER	
Service Goal/Objective	Having a Mac Bread Bin presence during Welcome Week
Why:	Tell people who we are, let people know about the resources available to them. Welcome Week is the first experience that first years have with McMaster as students and its important to let the know of the resources that are present for them. This will take the form of handing out freezies or fruit and tours of the Food Collective Centre.
Difficulties:	Standing out can be difficult especially when there’s so much going on in the week, and it’s also difficult when our programming isn’t very exciting.
Partners:	
Service Goal/Objective	Opening the FCC
Why:	Important to have the FCC up and running for the duration of the school year. Making the opening into an event will invite students into the space so that its easier for them to come to us when they need our resources, and it’s easier for them to refer friends or other students who may need help.
Difficulties:	Making this event entertaining and enticing enough for people to come
Partners:	

Service Goal/Objective	Student Food Committee
Why:	We think we know what students (especially food insecure students) need, but we don't actually know. This committee may be a few students who can go out and consult students on what they want.
Difficulties:	May only get the "popular" opinion, which is still important, but these opinions may drown out the voices of food insecure students who already face barriers in reaching out for resources or in expressing themselves. The anonymity that we offer our Mac Bread Bin partners makes them feel safe to access our services, but it also makes it very difficult to make their voices heard.
Partners:	Mac Bread Bin partners (individuals who use our services) and MCPI

OCTOBER	
Service Goal/Objective	Trick or Eat
Why:	One of the greatest source of donations to help keep our food collective centre stocked, but depending on our levels of stock we may reach out to Living Rock to donate some items, and help other food banks in the area
Difficulties:	Organizing routes and reaching out to people to take part
Partners:	Maroons, other clubs, societies and individuals here at Mac
Service Goal/Objective	Good Food Box Delivery
Why:	More accessible to students, heavy bag of produce driven to their houses for a small fee
Difficulties:	Confusion over new system, needs clear explanation on promo material and website
Partners:	Hamilton Cab
Service Goal/Objective	Food For Thought cooking classes
Why:	Real life cooking skills, fun with friends, more exposure to Mac Bread Bin and our services
Difficulties:	Planning a fun activity, meetings with Food for thought, getting students to come out.

Partners:	Food For Thought
Service Goal/Objective	A Thanksgiving themed (cooking) video or cooking class
Why:	Cute way to celebrate sharing food, and an interactive cooking class would be a great way to teach students how to cook for a special occasion
Difficulties:	Ensuring that the recipe used appeals to everyone

NOVEMBER	
Service Goal/Objective	Field Trip! To food banks like Living Rock
Why:	It's important to me that my executive team can connect what we're doing to real issues being faced in Hamilton. Bringing Food Collective Centre volunteers would be a fantastic way to show them how a food bank with high traffic actually looks and operates
Difficulties:	Getting everyone schedules aligned
Service Goal/Objective	Gather feedback and begin improvements
Why:	Important to check in with the team and the volunteers to ensure that everything is running smoothly.
Difficulties:	Ensuring honest feedback is difficult but can be done through anonymous surveys and well phrased questions

DECEMBER	
Service Goal/Objective	Study snacks and support
Why:	Students worrying about exams often forgot to eat, and sometimes just need a quiet place to chill with snacks
Difficulties:	Finding the right time(s) that benefit the most number of students.
Partners:	Maybe maroons, maybe a few different services with different kinds of "support" and resources to share.

Service Goal/Objective	One-on-ones for feedback on management, successes, improvements
Why:	Important to check in and ensure that the team is running effectively and as a unit
Difficulties:	Enacting changes can be difficult if they're not unanimous or if not phrased well.
Partners:	

JANUARY

Service Goal/Objective	New Year New Me
Why:	Capitalise on student's interest turning over a new leaf by running an event that teaches students real world budgeting skills. University is a transitional period where some students know how to pay rent, budget and essentially live on their own while others can barely make a meal or do their own laundry. To ensure that students can be successful now and in the future, Mac Bread Bin hopes to partner with Mac Money Centre, or financial institutions with a workshop to make sense of money matters and hopefully impart some real-world skills as well.
Difficulties:	Making money and budgeting sound interesting and appealing. Create workshops that are filled with useful skills that people haven't heard of before, or reframing common tips in a way that makes sense for University Students.
Partners:	Mac Money Centre or external financial institutions
Service Goal/Objective	Second Round of Volunteer Hiring if necessary
Why:	After 1 semester volunteers may decide to do something else, or their schedules may change and they are unable to make the commitment. As well, we often get emails from students who want to join us and this would give them the opportunity to join us.
Difficulties:	Finding the time to train volunteers and schedule them in shifts during the school term

FEBRUARY

Service Goal/Objective	Valentine's day giveaway
Why:	Promo, give away Good Food Box or Fortino's gift cards to increase social media presence
Difficulties:	Need to make promo events exciting and encourage students to interact with our posts !
Service Goal/Objective	Mac Bread Bin Week
Why:	Educational campaign about food insecurity on campus, and in Hamilton. Food (in)security is often a taboo topic that needs to be unpacked within McMaster as a whole. This week will be focused on breaking the stigma surrounding accessing food banks or resources through educational campaigns and events that bust myths or ingrained prejudices that the larger McMaster community has about food insecurity.
Difficulties:	People are resistant to change, the campaign needs to be clear and in your face enough to force you to think about things you may not otherwise want to think about. Lived experience is usually the most compelling evidence but is also the most painful route, finding a way to explore food insecurity at McMaster at a personal level while protecting our partners that look to us for anonymity is important.
Service Goal/Objective	Food (in)security Conference
Why:	There are many initiatives around food insecurity within McMaster, Hamilton as well as in Canada as a whole. This conference is a place for these like-minded individuals to meet each other, learn from each other and hopefully be able to help each other in the future. This conference aims to develop actual skills required in these roles and share knowledge pertaining to food insecurity. It will also connect students here at McMaster to the broader conversations around food (in)security in the nation.
Difficulties:	Venue, Procuring speakers,
Partners:	MCPI, Meal Exchange, other university food banks (ex. Ryerson's good food centre, Lakehead university), local community organizations (neighbour to neighbour, Eva Rothwell centre) Local community gardens (Victory Gardens), food (in)security advocates (Toronto Youth Food Policy

	Council), Marginalized groups that can talk about their unique experiences with respect to food insecurity (McMaster Indigenous Research Institute, Migrant workers Canada) {This is not meant to be a complete list but a few essential directions to start with}
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MARCH

Service Goal/Objective	Volunteer Appreciation
Why:	Make volunteers feel valued!
Difficulties:	Getting everyone together in one place, and coordinating schedules.
Partners:	
Service Goal/Objective	Feed the bus
Why:	Cute way to collect donations, very visual way to tell people Mac Bread Bin exists and we have services and has resources to help. At certain times during the year, the demand for our emergency food support may be greater than the food we have in our Food Collective Centre, it is important to restock, and this is a fantastic way to raise food for our food insecure students.
Difficulties:	Need to book a bus for a week place it on BSB field, and have reps help by getting people motivated for the full week
Partners:	Maroons, OCOR/SOCS, other clubs or groups on campus who would be interested in helping out.

APRIL

Service Goal/Objective	Food on the move
Why:	When students move out, they often find it difficult to move non-perishable items like pasta or soup back to their homes, so this would allow students to give away food items to a food bank
Difficulties:	Having donation boxes in places that are easily accessible by car and to students

Partners:	Residence life
Service Goal/Objective	Study snacks and support
Why:	Students worrying about exams often forgot to eat, and sometimes just need a quiet place to chill with snacks
Difficulties:	Finding the right time(s) that benefit the most number of students.
Partners:	Maybe maroons, maybe a few different services with different kinds of “support” and resources to share.
Service Goal/Objective	One-on-ones for feedback on management, successes, improvements
Why:	Important to check in and ensure that the team is running effectively and as a unit
Difficulties:	Ensuring honest feedback is difficult but can be done through anonymous surveys and well phrased questions
Partners:	
Service Goal/Objective	Hire and Transition
Why:	Need Mac Bread Bin to continue next year
Difficulties:	Finding a whole new team who will love, support and cherish Mac Bread Bin as much as we currently do
Partners:	

Long-term planning

Overarching Vision (what is the ultimate goal?)	<i>Alleviate the stigma associated with Food Insecurity at McMaster by providing students with a few meals or food items each month.</i>
Description	<ul style="list-style-type: none"> • Second Course is a program that piloted last year as a way to reduce food waste and feed students at the same time.

Benefits	<ul style="list-style-type: none"> • Be a source of food for food insecure students who may otherwise feel uncomfortable accessing our resources. A space to talk about food insecurity and normalize access to our services.
Year 1 Goals	<ul style="list-style-type: none"> • Start with baked goods that are sources of food waste at the end of the day, build a strong following and start conversations about food insecurity here at McMaster.
Year 2 Goals	<ul style="list-style-type: none"> • Actively look for other sources of prepared/package food to supplement this program. Look for kitchens we can rent to prepare food, or the creation of a fund to pay existing chefs to prepare food for us.
Year 3 Goals	<ul style="list-style-type: none"> • With the opening of the Student Activity Building, use the community kitchen space in conjunction with volunteers to create a few low-cost meals every month
Partners	Hospitality Services, Alumni