



## 2018-2019 Executive Board Meeting

**Topic:** Executive Board Meeting 18-06

**Date & Time:** Tuesday, July 31, 2018

11:00 a.m.

**Place:** MSU Boardroom, MUSC 201

- Items:**
- 1) Adopt Agenda
  - 2) Adopt Minutes – no minutes
  - 3) EFRT Report Samantha Aung
  - 4) MAC Farmstand Report
  - 5) Maroons Report Dan Lafrance
  - 6) SCSN Report Rohan Lohana
  - 7) SHEC Report Adrianna Mitchell
  - 8) Operating Policy – MAC Bread Bin & Job Descriptions Epifano
  - 9) Food Collective Centre Logo Wooder
  - 10) TwelvEighty/Grind Promotions Coordinator Job Description Robinson
  - 11) PTM Yearplan Epifano
  - 12) Committee of the Whole – Services Epifano
  - 13)
  - 14)

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

### Motions

8. **Moved** by Epifano, seconded by \_\_\_\_ that the Executive Board approve the name change of MAC Bread Bin to MSU Food Collective Centre and, therefore; the subsequent changes to OPERATING POLICY – MAC Bread Bin, and job descriptions, as circulated and attached.
9. **Moved** by Epifano, **seconded** by \_\_\_\_ that the Executive Board approve the logo for the MSU Food Collective Centre, as circulated and attached.

10. **Moved** by Robinson, **seconded** by \_\_\_ that the Executive Board approve the changes to the Campus Events Promotions Coordinator, and TwelvEighty Promotions Coordinator job descriptions, as circulated and attached.
11. **Moved** by Epifano, **seconded** by \_\_\_\_ that the Executive Board approve the following Part-Time Manager yearplans, as circulated:
  - SCSN
12. **Moved** by Epifano, **seconded** by \_\_\_\_ that the Executive Board move into Committee of the Whole to discuss the Services that presented.

**Executive Board Meeting 18-06  
Tuesday, July 31, 2018 @ 11:00am  
MSU Boardroom, MUSC room 201**

**Called to Order 11:02am**

**Present** Bertolo, Epifano, Farah, MacLean, Robinson, Roshan, Warwani  
**Late** Florean  
**Absent** Hackett  
**Others Present** J. McGowan (General Manager), V. Scott (Recording Secretary), S. Figueiredo (AVP (Services)), Adrianna Mitchell (SHEC Coordinator)

**1. Adopt Agenda**

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

**Amendments**

- Robinson – Add TwelvEighty Server job description

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

**Passes Unanimously**

**2. EFRT Report – report attached**

- Epifano went over the report with the Board.

**3. MAC Farmstand Report – report attached**

- Epifano went over the report with the Board.

**4. Maroons Report – report attached**

- Epifano went over the report with the Board.

**5. SCSN Report – report circulated**

- Epifano went over the report with the Board. She explained that SCSN reported at the last meeting, but was asked to submit this report with more detail

**Questions**

- Bertolo asked what SCSN's plan was for engagement to get Community Connector applications. Epifano responded that she would follow up.
- Bertolo asked if SCSN had connected with MACycle yet. Epifano responded that they had.

**6. SHEC Report – Adrianna Mitchell presented**

- Mitchell summarized the report.

**Questions**

- Warwani stated that during retreat Mitchell was talking about condom sponsorships. She asked if they got anywhere with that. Mitchell responded that they had been in contact with Vlad from Underground, but nothing has come of it yet.

- Robinson asked if being on the Strategic Themes Advisory Committee (STAC) have improved the relationship with the SWC. Mitchell responded that they didn't know about past relationships, but it's helping with theirs.

**Florean arrived at 11:10am**

#### **7. Operating Policy – MAC Bread Bin & Job Descriptions**

**Moved** by Epifano, **seconded** by Warwani that the Executive Board approve the name change of MAC Bread Bin to MSU Food Collective Centre and, therefore; the subsequent changes to OPERATING POLICY – MAC Bread Bin, and job descriptions, as circulated and attached.

- Epifano went over the memo with the Board. Epifano stated that at the last Executive Board meeting they had a discussion about changing the name of MAC Bread Bin, so she has brought forward the result of that discussion.

**Vote on Motion**

**Passes Unanimously**

#### **8. Food Collective Centre Logo**

**Moved** by Epifano, **seconded** by Bertolo that the Executive Board approve the logo for the MSU Food Collective Centre, as circulated and attached.

- Epifano went over the memo and logo process with the Board.

**Vote on Motion**

**Passes Unanimously**

#### **9. TwelvEighty/Grind Promotions Coordinator Job Description**

**Moved** by Robinson, **seconded** by MacLean that the Executive Board approve the changes to the Campus Events Promotions Coordinator, and TwelvEighty Promotions Coordinator job descriptions, as circulated and attached.

- Robinson went over the memo and job descriptions with the Board.
- Florean asked if Robinson spoke to the previous Promotions Coordinator about the role and improvements.
- Robinson responded that they spoke about the skills and assets.

**Vote on Motion**

**Passes Unanimously**

#### **10. PTM Yearplan**

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

- SCSN
- Epifano stated that this was what was submitted for the year.

- Bertolo asked how doing a mental health campaign falls under the SCSN service function.
- Epifano responded that they would be partnering with SHEC and Maroons. She explained that she didn't see it as a bad thing, as most services are looking into it.
- Bertolo asked what would SCSN bring that SHEC wouldn't already be bringing, other than volunteers. She also asked why does the yearplan stop at the end of February.
- Epifano responded that she didn't know.
- Warwani stated that the yearplan mentioned a lot of things that the PTM wanted to do but didn't describe how they would achieve them.
- Bertolo stated that she would like to see more educational campaigns planned.

#### **Vote on Motion**

**In Favour: 0 Opposed: 7 Abstentions: 1  
Motion Fails**

#### **11. Committee of the Whole – Services**

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

**Passes Unanimously**

**Moved** by Epifano, **seconded** by Robinson 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.

#### **EFRT**

- Epifano reported that the Board thought that EFRT was doing a good job. The Board was informed by Robinson that they are looking into new radios for EFRT as Security was changing theirs.

#### **Farmstand**

- Epifano reported that the Board would like for Farmstand to have a feedback form or box for customers to give feedback on products and service. The Board requests that the clean version of songs be played only. The Board asks that Farmstand look for places closer to campus for the discount card, and have more promotions. The Board would like to know if Farmstand took inventory for historical perspective.

#### **Maroons**

- Epifano reported that the Board felt that the PTM was doing a great job.

#### **SCSN**

- Epifano reported that the Board would like more descriptive reports.

#### **SHEC**

- Epifano reported that the Board thought SHEC was doing a good job. The Board was happy to find out that condoms were donated for SWAG this year.

#### **12. TwelvEighty Server Job Description**

**Moved** by Robinson, **seconded** by Roshan to approve the changes to the TwelvEighty Server job description, as circulated.

- Robinson apologized for circulating this item late. He explained that they were looking at improvements to the day to day operations. He explained that TwelvEighty doesn't have a dedicated host as it was a shared role between servers, and so they are trying out for the first semester dedicated host shifts for servers. Robinson stated that servers won't be expected to do a shift often, but it was about making service faster and the customer experience better. He added that this will hopefully add cohesion to the team by lessening the competitive nature, as someone else will be doing the seating.
- Figueiredo asked if there will be a tip-out.
- Robinson responded that something will be included.

#### **Vote on Motion**

**Passes Unanimously**

#### **13. Information and Questions**

- Scott asked if the PTMs could include in their reports more detailed budgets, as it would be easier for everyone to keep track. Epifano responded that they would have to provide a more updated template but could put it in the report. Robinson stated that they could just use the screenshot of their budget tracker. It was suggested that the PTMs use the current template to put how much was spent in each budget line, but then write out more details in their report.
- MacLean reported that Horizons happened, and it was good.
- Warwani stated that it was 'Happy Tas Day'
- Bertolo announced that nominations closed for City Council, and that there are 12 people running for mayor and 11 for Ward 1.
- Epifano reported that she has been meeting with Underground to work on responsible cannabis use messaging.
- Figueiredo reported that she helped the WWFC with peer support training faculty planners last Wednesday. She stated that there will be a second one soon. Figueiredo added that MMT now has a full production team and will be putting on 'Company' in February.
- McGowan reported that there are still discussions about OHIP+ and what the implications are to the plan. He added that there are still discussions with the HSR, Presto, and University stakeholders going on. McGowan stated that returning students will be able to download a voucher from Mosaic to put on their presto card.

#### **14. Adjournment and Time of Next Meeting**

##### **Time of Next Meeting:**

**Tuesday, August 14, 2018  
11:00am  
MSU Boardroom, MUSC 201**

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

**Passes by General Consent**

**Adjourned at 12:02pm**

/vs



# REPORT

*From the office of the...*

## EFRT Program Director

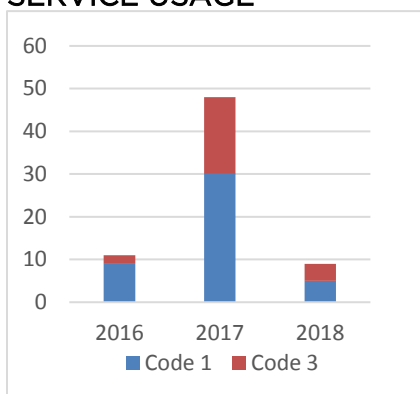
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TO: Members of the Executive Board  
FROM: Samantha Aung  
SUBJECT: EFRT Report 3  
DATE: Tuesday July 31st 2018

### YEARPLAN UPDATE

As according to my July year plan, I have been working on starting a couple of larger goals for the year. The EFRT Assistant Director, Public Relations Coordinator and myself have been working towards creating resources to send to the underground to be used for promotion of our First Aid Courses to generate more revenue as well as create a better-informed public. The transition to primarily blended learning courses has been going well will all instructors trained and comfortable teaching courses. As will be discussed later, Red Cross standards have changed once again creating some potential future confusion on course structure. In addition, talks with the medical director have been started to change our medical directives regarding nasal Naloxone to be integrated into the EFRT protocol. The final July goal of submitting the capital request for quality CPR is a bit delayed and should be submitted in the next few weeks to hopefully be able to have approval of the project before the school year starts.

### SERVICE USAGE



As seen in the chart to the left call volume is significantly lower than last year but comparable to the year before. Last years data is an outlier in comparison to typical years due to the occurrence of the North American Indigenous Games on Campus. When comparing this month's data to a more average year such as 2016 the call volume is as expected but we have seen a higher amount of code 3, ambulance activation, in the month of July with 4 ambulances activated this month compared to 2 in 2016. The calls are coming from a variety of sources meaning that there is no specific reason for this increase. That being

said the unpredictable nature of emergencies means that there is sometimes no explanation for increase. Overall, campus safety from an EFRT perspective seems to be intact and as a service we are grateful that people are calling in their time of need where we try to help them to the best of our ability.

## **PAST EVENTS, PROJECTS & ACTIVITIES**

The past month has contained no larger events to speak about. Team functions have been operating smoothly with first aid courses running at good capacities as well as the summer team completing routine tasks such as inventory and bike maintenance.

## **UPCOMING EVENTS, PROJECTS & ACTIVITIES**

The closer to welcome week we get the more our team is preparing. The team has contacted Alumni responders for help in the teams annual retraining of responders. Emails have been sent out to ensure that we can have presenters for each topic be more specialized in that field. In addition, the application to become a 2018-2019 responder will open in August meaning the team is preparing their promotional strategies for that as well as preparing schedules presenters evaluators and responders for the whirlwind of a month that new candidate orientation is.

## **BUDGET**

Spending at this point of the year has been typical in comparison from previous year with a little less in the team supplies budget line as we have not yet completed our pre-welcome week order of supplies.

Security services has suggested the reorder of new radios as they switch over to a new radio system. They have requested that the VP Finance take on the decision to buy these radios and have provided them with the appropriate suggestions and costs associated with the purchase. If the purchase is made, transitioning the new equipment before welcome week may provide beneficial as radio functionality is at its upmost importance during welcome week when call volumes are high.

In addition, as before mentioned, as a part of my year plan I am hoping to integrate the use of quality-CPR (Q-CPR) into the EFRT pack, protocol and training. Q-CPR is the concept of responders receiving real time feedback on the CPR that they are providing to patients to help improve CPR quality (Santos et al., 2015). Although this is a more expensive piece of equipment, it is important for the team in the event of a cardiac arrest. I will be putting together a capital request for this in the next few weeks in hopes for it to go to the executive board for approval.

## **VOLUNTEERS**

As always in this time of year, as people go away for the summer, the summer response team gets quite small. One suggestion for future years that I will be working on is to change the way the summer response team works to potentially make more full year executive team positions and change the way the summer executive team, who is responsible for the majority of the shift coverage works. This is still in the works and I will be collecting feedback from this and previous years summer teams to develop a plan before the suggestion is put into my transition manual.

## **CURRENT CHALLENGES**

The team is currently trying to figure out a better way to have people request first aid event coverage from EFRT. There is currently no standard procedure and we take requests as they come which can sometimes mean having to refuse events if we are unable to take them or scrambling to find last minute coverage if the event is requested late. With the restructuring of the executive team, my hope is that the



Scheduling Coordinator will be able to take on the responsibility of coordinating these types of events. We currently are working together to develop a procedure and add a response request function to our portion of the MSU website.

## **SUCSESSES**

In preparation, we are fortunate to be working with Hamilton Paramedic services, Campus events and Campus security on a welcome week strategy for the concert nights. Campus events will be hiring a on site paramedic truck for the event and we are working with the service to see if there is an option for them to be able to monitor intoxicated patients without a safe place to return to in lieu of sending those patients to the hospital to reduce the burden of welcome week on the local emergency services. Talks are still in the works with all partners but we are optimistic about the opportunity and hope that this will help create a safer welcome week for all involved.

## **REFERENCES**

Santos, L., Prieto, M., Lopez, M., Tellado, M., Díaz, M., & Vázquez, A. (2015). Usefulness of quality cardiopulmonary resuscitation devices (qCPR) to train emergencies medical technicians (EMT). *Resuscitation*, 96, 73. doi: 10.1016/j.resuscitation.2015.09.174



# REPORT

*From the office of the...*

## Mac Farmstand Director

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TO: Members of the Executive Board  
FROM: Shailee Siddhpuria  
SUBJECT: Mac Farmstand Report #3  
DATE: Tuesday July 31, 2018

### **YEARPLAN UPDATE**

It will soon be two months of Farmstand operation and we are seeing a small decline in service as of the end of the 1<sup>st</sup> spring semester (i.e. since late June). Fortunately, we were able to order some fruits from our current supplier which somewhat steadied sales in the beginning of July. We have various exciting events/ideas planned to both help promote our service and our mission (as I will talk about below). This includes a greater focus on our social media and updates on the MSU website. One of our CSRs will unfortunately be leaving by mid-August and so we are also amidst hiring a replacement for the rest of the Farmstand season. I will also be asking Maddison to post volunteer applications on the MSU website once a CSR has been hired. We have generally decided to reduce the number of events that we run during the summer to prepare for the school year as in previous years, they have been generally extremely low in attendance. This year, we want to focus on using our funds and resources to maximum potential in September and October.

### **SERVICE USAGE**

Each week, our sales have continued to range between \$700-900. The past 2 weeks, we have seen our sales on the lower end of that range, though my CSRs have reported a general decline in the population that comes through the student centre.

We also put out an application for one CSR position, for which we have received 23 applications in less than 2 weeks.

### **PAST EVENTS, PROJECTS & ACTIVITIES**

#### **Local Food Discount Card**

We are continuing to promote and give out our LFDC before it expires on September 1, 2018. We are almost running out of the cards but we will not be ordering anymore as it is now too close to the expiry date.

Since our current LFDC expires September 1<sup>st</sup>, 2018, we are currently in the middle of speaking to each vendor to see if they would like to continue the

promotion. We have been trying to set up meetings with each potential vendor to ensure their confirmation as well as obtain any feedback on how we can maximize the use of the cards. We ask if EB has any suggestions of local businesses which aim to use local produce/foods that we may be able to approach.

**BUDGET**

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6501-0315	T-shirts for CSRs and Executives	299.57
	TOTAL SPENT IN LINE	299.57
	REMAINING IN LINE	1200.43
<b>Grand Opening Promo Standard Package</b>		
6501-0315	Grand Opening Promo Standard Package	200.00
	TOTAL SPENT IN LINE	499.57
	REMAINING IN LINE	1000.43
<b>General Promo-Window Banner</b>		
6501-0315	General Promo-Window Banner	99.00
	TOTAL SPENT IN LINE	598.57
	REMAINING IN LINE	901.43
<b>Grand Opening Event Materials</b>		
6102-0315	Grand Opening Event Materials	59.93
	TOTAL SPENT IN LINE	59.93
	REMAINING IN LINE	1940.07
<b>TOTALS</b>		
<b>TOTAL BUDGETED DISCRETIONARY SPENDING</b>		<b>658.50</b>
<b>TOTAL ACTUAL DISCRETIONARY SPENDING</b>		
<b>REMAINING DISCRETIONARY SPENDING</b>		

**UPCOMING EVENTS, PROJECTS & ACTIVITIES**

**Filming Tasty Videos**

My education and advocacy coordinator, Aleigha, and my promotions coordinator, Sai, are currently planning recipes and video layout for potential new recipes. We now have all of the ingredients available and are finalizing a few easy recipes.

**Faculty and Staff Appreciation Event**

Last year, we only held a Faculty appreciation event, which while successful, did not include many of our other customers which are McMaster Staff. Because the goal of the event was to reach out to more faculty, we excluded staff for getting the discount. However, to show our appreciation for staff as well, this year, we are planning to make one event for both faculty and staff. We will soon be contacting Underground for promo design. The event is set to be August 22<sup>nd</sup> as we hope more staff/faculty might be back from vacation.

### **Weekly Sale Events**

My operation coordinator, Pooja, and I have been working on ways to attract more customers to the stand. As well, we have been attempting to increase the sales of our produce (and not merely the baked goods). This week, our sale event was a free cookie if you purchase \$10+ on produce. My CSRs reported that people were inclined to buy a few more vegetables given the free cookie at the end of the purchase. We will be running similar sale events each week and promoting them on Tuesday nights on our social media platforms.

### **Horizons**

This Saturday, Farmstand will be setting up a booth for Horizon's Successfest as well as running a session in the evening with Mac Bread Bin. We will be purchasing local fruits from Lindley's farms and allowing Horizons delegates to make smoothies at our station to promote both sustainability (local foods) and open the discussion of food insecurity in the community.

### **VOLUNTEERS**

We have designed a volunteer application, which consists of 2 short answer questions, that we plan to post on our MSU farmstand page once the additional CSR is hired. We have decided not to ask for cover letters as my executives felt that questions about Farmstand and local food would be more appropriate in choosing the right volunteers.

### **CURRENT CHALLENGES**

We have been facing transitions since I started working outside Hamilton and my operations coordinator has taken over many of my responsibilities. However, I have been reachable at every point and the MSU staff has been incredible in supporting Pooja to fulfill her new responsibilities.

### **SUCSESSES**

A huge shout-out to my executives (especially my operations coordinator) for being incredible through the past 2 months. It is also amazing to see more and more social media engagement and positive feedback regarding our operation/mission!



# REPORT

*From the office of the...*

## Maroons Coordinator

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TO: Members of the Executive Board  
FROM: Dan LaFrance  
SUBJECT: Maroons Report #3  
DATE: Tuesday July 31, 2018

### **YEARPLAN UPDATE**

For the Months of June and July, our year plan is fairly straightforward, including mainly administrative tasks. For the month of **July**, there were 3 major goals for the service that would both improve our connection and comfort as a team, those three goals were;

#### **Community Engagement**

Event is being planned for McMaster students on Campus (likely 10 acre field) to play soccer/Frisbee and have cool refreshments such as freezies. This will be a small event for students on campus over the summer

#### **Jersey Orders**

Jersey orders are complete, and they should arrive the week before WW. T-shirts will arrive before training, and will be distributed at training.

#### **WW Training outline**

Outline is complete, and the WW schedule is about 75% complete. There are a few last-minute changes that will be made, however, as you read this it will be finished, with a final schedule consultation on Wednesday August 1<sup>st</sup> with VP Admin if any final modifications need to be made before we send guidebooks off to print.

#### **August**

##### **Camping**

Site has been paid for, and a payment plan has been organized with VP Finance and Accounting department at \$45 per rep, to cover food and site for the weekend.

##### **Web Series**

We have had some trouble with this so far, however the Maroons are facilitating the webcast on the 16<sup>th</sup> of August, and a list of volunteers has been compiled.

##### **WW Training and Guidebooks**

Guidebooks are well on their way to be completed, and training plans are set. WW is organized and we feel adequately prepared should the next weeks go as planned.

My personal goal for July was to see some more of the Maroons as I haven't been around much this summer. I did, which was nice, but I want to continue this process through August, as I plan to reach out to all the new reps and start dialogue to increase their comfort level with me as a coordinator.

**SERVICE USAGE**

Our service has been receiving more likes on our facebook page, after we had a few reps volunteer for the SSC video series that registered 3.5k views. The video series, as it continues, should drive more traffic to our page as well as SSC's.

**PAST EVENTS, PROJECTS & ACTIVITIES**

Little to update on here, video series is gaining traction. WW planning is picking up speed.

**UPCOMING EVENTS, PROJECTS & ACTIVITIES**

Maroons retreat is the most pertinent upcoming event, held over the August 10-12 weekend. Additionally, we have a guidebook completion timeline for August 4<sup>th</sup>, sent to printer. Suits should be in the week of July 23-27, jerseys and T-shirts in mid-August.

**VOLUNTEERS**

Volunteer traction for the video series is limited as it is an event during the day. However we have more volunteers signed up for later streaming events as it is easier to organize further in advance. We have members attending this coming weekend for Horizon's Success-fest, and many of our reps have contacted me to show their excitement for WW.

**CURRENT CHALLENGES**

The challenge this past month has been my own actions; I have not done a good job supporting my Leadership Team. I am fully confident in their abilities, and have therefore let them do their own thing when it comes to WW planning and other events. However I did not do a good job checking in with them. Our communication was limited, and I fell out of the loop as I urged my team to complete tasks by themselves. This has made WW planning a scramble near the finish line, and although we are in a good place we are behind where we could be. This was a wakeup call and I have been working tirelessly since to get us back on track. As always, my LT's are superstars, and I now know that I need to step up my game to match their level of success.

**BUDGET**

No new budget considerations.

TOTAL BUDGETED DISCRETIONARY SPENDING	\$21,210
TOTAL ACTUAL DISCRETIONARY SPENDING	\$3,321.34
REMAINING DISCRETIONARY SPENDING	\$18,088.66

**SUCCESESSES**

I said this last report but I think it is important to mention again; *This service is only as good as its representatives. The Leadership Team has been incredible so far, planning for Welcome Week, developing relationships with Ath and Rec for this academic year, our Volunteer Coordinator developing what I expect to be the most beneficial and efficient training weekend ever, and also giving*

*myself support and the rest of the team whenever needed.* The only edit is I need to do a better job supporting my LT's, not only receive support, as stated earlier.

**OTHER**

As I previously noted, I have been falling behind, but I created a schedule and daily tasks that will allow me, and this service to be successful moving forward into Welcome Week and the year forward. I have made it visible to the LT's which will hold me accountable.



# REPORT

*From the office of the...*

## Student Community Support Network

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TO: Members of the Executive Board  
FROM: Rohan Lohana  
SUBJECT: SCSN Report 2  
DATE: July 30, 2018

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### **YEARPLAN UPDATE**

Since the completion of our year plans, we are working on the logistics of the upcoming events in September and partnerships with the off campus partners. The team is supposed to meet on August 5 for training and year plan updates.

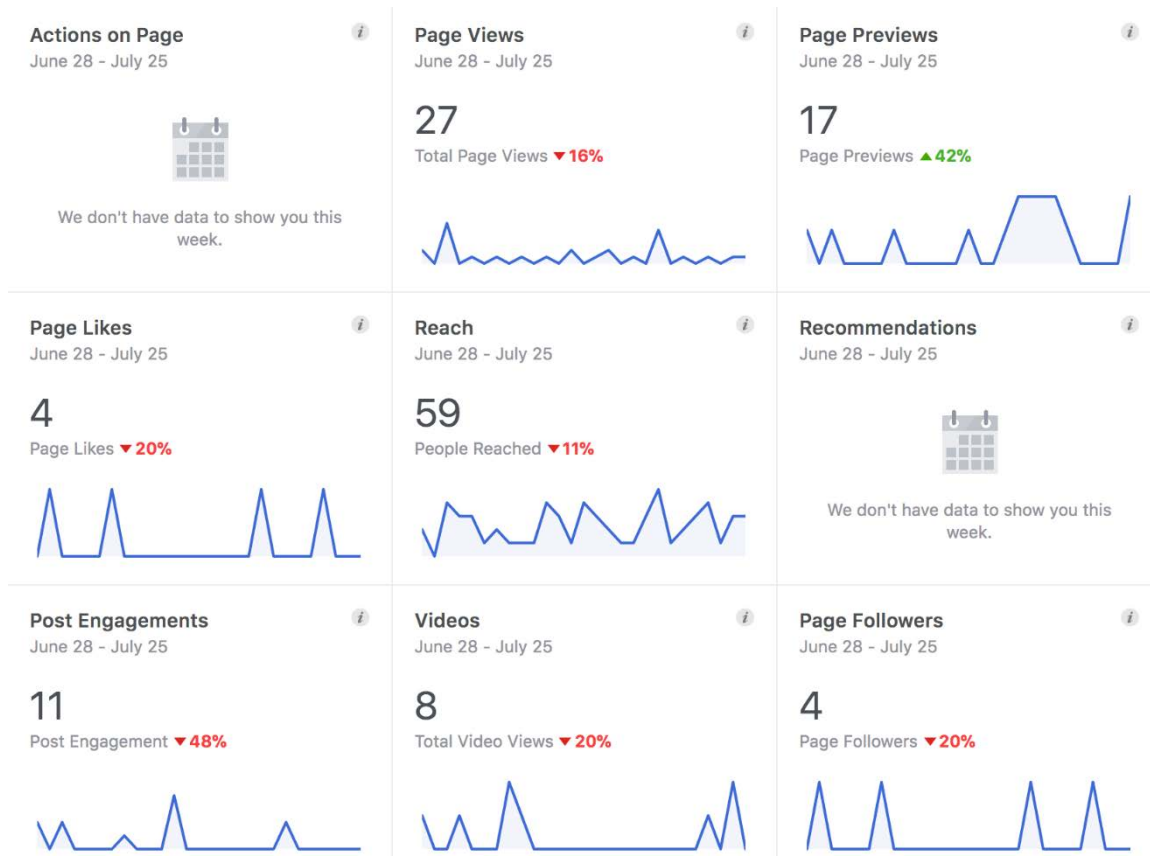
Currently, we are focusing on strategies for the hiring of community connectors in September since SCSN was unable to attract a good volunteer base in previous years.

Besides that, we have meetings set with the Frontier College and the AWWCA for the collaboration on future events and the safe biking campaign.

### **SERVICE USAGE**

Currently the service is in planning phase. Not a lot of interactions are made with McMaster Students in the past two months. However, the McMaster Student Community Support Network Facebook page stands at 1,109 likes. To increase the page outreach, we are planning to bring the "Go-to Foodie spots" campaign to highlight famous food spots in Hamilton, that will be prompted via SCSN Facebook page and Instagram.





## PAST EVENTS, PROJECTS & ACTIVITIES

### Exec Hiring

- All the SCSN executives are hired. Currently, they are they're updating their year plans, and brainstorming events & logistics for the fall term.

### AWWCA & AWCA Meetings

- Ainsle Wood Westdale Community Association meetings have been fruitful in the past with regards to providing insight about how the neighborhood community feels about McMaster University and their student interaction. In the past months, they've brought a lot of points regarding working with different campus group to raise awareness regarding student safety and their interaction with landlords.

## UPCOMING EVENTS, PROJECTS & ACTIVITIES

### - Frontier College - Literacy Program

- o Frontier college is a national literacy organization who aims to help children and youth around Hamilton who are struggling with reading/writing/math. Every year, they recruit around 130 McMaster students who go to libraries, community centers, and schools around Hamilton (usually in the downtown area) on a weekly basis to tutor/mentor children and youth.
- o They need help with volunteer recruitment, especially during the late August and early September.

- I have a meeting with the Frontier College Representative on August 3 to discuss the logistics of the event and how both the parties can benefit the collaboration.
- **AWWCA – Biking Awareness Campaign**
  - Recently, AWWCA has brought up a lot of concerns regarding unsafe cycling (especially of SoBi), and the lack of knowledge available for the laws of cycling.
  - AWWCA wants to promote safe cycling 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.
  - SCSN plans on working in collaboration with MSU Macycle and AWWCA to kickstart the campaign in September.
- **SCSN Community Connector Hiring**
  - In September, SCSN plans on focusing a lot more on community connector hiring since getting volunteers in the past years have been a big issue. Besides social media promo, the executive team plans on using various ways to interact with people face to face to promote and get a better volunteer pool for SCSN Community Connector.

<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	
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
<b>TOTALS</b>		
	TOTAL BUDGETED DISCRETIONARY SPENDING	0
	TOTAL ACTUAL DISCRETIONARY SPENDING	0
	REMAINING DISCRETIONARY SPENDING	

**BUDGET**

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

## **VOLUNTEERS**

- SCSN Exec team is having a volunteer retreat and year plan review update coming Sunday.

## **CURRENT CHALLENGES**

- How to ensure that all events in the year plans are executed to perfection? 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!
- Numerous off-campus partners are willing or have shown interest in collaborating with SCSN for future events in the coming year.



# REPORT

*From the office of the...*

## SHEC Coordinator

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TO: Members of the Executive Board  
FROM: Adrianna Michell  
SUBJECT: SHEC Report #2  
DATE: July 31 2018

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### **YEARPLAN UPDATE**

There is not much to update since I last reported as we are closed for the summer. That being said, I am on track with my year plan. Some objectives during the summer months were more long term planning, which my team and I are in the early stages of doing.

### **SERVICE USAGE**

N/A

### **PAST EVENTS, PROJECTS & ACTIVITIES**

My team and I have been working to improve some of the resource content and have been going through our lending library and pamphlet inventory. We are reducing the amount of literature we offer in order to focus on quality over quantity.

We should have some new furniture going in the space soon! In order to better execute peer support, we will have more seating going in the back of our space this upcoming month.

Oh and we got 5,500 safer sex items (condoms) to put into the first year swag bags! (sorry maroons). This is really exciting as we can promote our service but more importantly demonstrate the importance of safe sex practices early on in their undergraduate career.

### **UPCOMING EVENTS, PROJECTS & ACTIVITIES**

As I write this report we have Horizons successfest this weekend. I will reflect on it in person, but my hope is that we will have engaged with first years, promoted our services, and let them know about volunteer opportunities! Training planning is underway! The first year hiring timeline is still the same as the one in my last report, but I've included it below.

- Applications open: August 20<sup>th</sup>
- Applications close: September 8<sup>th</sup>
- Interviews: September 10<sup>th</sup>-13<sup>th</sup>
- Offers made: September 14<sup>th</sup>

- Training weekend: September 15<sup>th</sup>-16<sup>th</sup>

Although homecoming is the same weekend and we have a short turn around for hiring, I think this is the best option for us. I'm also excited that we will have 2 general sessions with the peer support department. Welcome week planning has been underway as well. This year we will be much more present than before, which will be fun but also challenging. Trying to staff events with only 19 returning volunteers will be a tough. Still, I am very excited for the week and the opportunity to influence the messaging that reaches first years to positively and promote the importance of health and wellness.

### BUDGET

I haven't spent much money yet since the service has been closed. Most of my expenses have been for promo and (exec) training. I plan to purchase some furniture and exhaust my office supplies line, along with a capital budget purchase for the space. Also, I have requested some volunteer appreciation items and additional promo items from underground, which are not yet reflected on the budget.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
Volunteer Rec	TOTAL SPENT IN LINE	2,500
	REMAINING IN LINE	2,455.64
Advertising & Promo	TOTAL SPENT IN LINE	2,500
	REMAINING IN LINE	2,252.50
FUTURE EXPENSE: Office Supplies	TOTAL SPENT IN LINE	110
	REMAINING IN LINE	0
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
<b>TOTALS</b>		
TOTAL BUDGETED DISCRETIONARY SPENDING		10,460
TOTAL ACTUAL DISCRETIONARY SPENDING		10,460
REMAINING DISCRETIONARY SPENDING		10,168.14

### VOLUNTEERS

My volunteer base is amazing! I'm so excited to have them all back and have them together at training! I can really only speak to my exec team, as they are the only volunteers working during the summer. My team is really great! They have been working so hard despite being spread out over the continent this summer. We have yet to all come together as a team, though, which makes assessing our working dynamic a challenge. The biggest challenge from a management standpoint has been communication. It is difficult to collaborate

when we are working exclusively through email, unable to meet in person. Also, they all have so many ideas that they are excited about, but I have had to try and streamline them into more achievable goals. So balancing their dreams and what is achievable has been a task.

### **CURRENT CHALLENGES**

As stated previously, learning volunteer management has been a challenge for me. I have also found it tricky trying to navigate all the different campus partners and building those relationships. Welcome week planning has also been taking up a fair amount of time, and trying to figure out all the logistics of our programming has been tough. Still, all very exciting things!

### **SUCSESSES**

5,500 condoms!! Woo! We also got our consent posters from a couple years ago redesigned since there was interest from a couple different departments. So there will be consistent consent messaging at Josh's welcome week programming and in residence buildings! Nothing specific but my team is just so amazing! They deserve all the high fives!

Thanks friends! Have a lovely day ☺



# MEMO

*From the...*  
**Vice-President (Administration)**

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TO: Executive Board  
FROM: Kristina Epifano, VP Administration  
SUBJECT: Changes to Mac Bread Bin OP and Subsequent JD's  
DATE: July 26, 2018

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Dear Executive Board,

Attached you will find the updated Operating Policy and Job Descriptions for Mac Bread Bin. At our last meeting we had a discussion to move forward with changing the name of Mac Bread Bin to MSU Food Collective Center.

The operating policy changes include removing all mentions of Mac Bread Bin and replacing it with MSU Food Collective Center.

The job description changes include changing the Director and Assistant Director titles to MSU Food Collective Center Director and Assistant Director. As well as replacing all former mentions of Mac Bread Bin with MSU Food Collective Center.

Let me know if you have any questions or concerns.

Sincerely,

Kristina Epifano  
Vice-President (Administration)  
vpadmin@msu.mcmaster.ca







# MEMO

*From the office of the...*

## Vice-President (Finance) & CFO

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TO: Executive Board  
FROM: Scott Robinson, Vice President (Finance)  
SUBJECT: TwelvEighty, The Grind & Campus Events Promotions Positions  
DATE: July 26, 2018

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**Dear Executive Board,**

To improve our business units, it is imperative that we have members of the management team focused on getting the word out about the amazing work that they do. We have seen this be very successful within the Campus Events department, as they hire a one-year student position as their Promotions Coordinator, and this individual works throughout the year to ensure students are aware of events being hosted by Campus Events.

A key focus of my election platform, and my year plan, was to work to increase the promotional impact of TwelvEighty and The Grind. This project will bring in new business to the restaurant, inform more students about the amazing services offered, and reinvigorate a positive campus culture within the restaurant. As such, I have been working with our TwelvEighty management team, Campus Events team and Operations coordinator to improve the promotional structure within TwelvEighty and the Grind.

Currently, there is not an individual within the Food & Beverage Department that focuses on promotions. Our management team does a fantastic job with service implementation and execution, but often, they do not have time to focus specifically on promotions and marketing. We would like to edit the Promotions Coordinator job description to become a one-year student position which will focus solely on the promotions of TwelvEighty and The Grind.

This individual would be responsible for designing promotional campaigns to improve traffic and business in TwelvEighty and the Grind, with the goal of increasing their day-to-day food sales. This is different than past promotional roles within the restaurant, as they were heavily focused on club night events. This role will specifically focus on food and beverage sales during operating hours. They will promote menu offerings, service highlights, operate the social media accounts, and be responsible for the outward facing brands of TwelvEighty and The Grind.

I foresee incredible benefits from this update. From this role, we will see the output of great marketing campaigns, and more students will be aware of the services

offered within TwelvEighty and The Grind. Successful marketing is integral to the businesses success, and I am confident that this is a great step in the right direction.

To make this change, we have also edited the Campus Events Promotions Coordinator role. We have taken out their responsibility to be in charge of TwelvEighty's promotional strategies. This was done in consultation with the individual currently in the role, as well as the Campus Events management team and the individual who held to role for the past two years. To be clear, the Campus Events Promotional Coordinator will still be responsible for the promotion of all Campus Events in TwelvEighty (namely TwelvEighty Nightlife events) while the TwelvEighty and The Grind Promotions Coordinator will be responsible for the promotion of the day-to-day sales of the restaurant and café.

If you have any questions, I am happy to answer them. If you would like to meet to discuss in advance of our meeting, I am very open to that as well! Just let me know,

Thank you for your consideration,

Scott Robinson  
Vice President (Finance)  
[vpfinance@msu.mcmaster.ca](mailto:vpfinance@msu.mcmaster.ca)

**YEAR PLAN**  
MSU SCSN *Director*  
*Rohan Lohana*  
2017-2018  
(July 24, 2018)



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OFFICE OF THE *STUDENT COMMUNITY SUPPORT*  
*NETWORK PTM*

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*For a long time, Student Community Support Network has focused on addressing off-campus housing issues. This year, SCSN plans on working alongside neighborhood association (AWWCA & AWCA), and various off campus to raise awareness and resolve the basic student housing issue.*

*Being a representative of McMaster at various neighborhood councils made me realize that SCSN can be more than just a housing awareness hub. SCSN inculcates the values of involvement in the community, which can be achieved by giving McMaster students an opportunity to explore the Hamilton City and what it has to offer.*

*By proper event execution, awareness campaigns, and involvement with the on and off campus groups, SCSN strives to make positive difference and create a homely environment for the McMaster students and Hamilton residents.*

Rohan Lohana

SCSN PTM 2018-2019

## AUGUST

<b>AUGUST</b>	
<b>Service Goal/Objective</b>	Working alongside the AWWCA for future events
Why:	In the past, there was lack of collaboration with AWWCA and SCSN with regards to the student events. This year, SCSN plans on getting more involved with AWCA & AWWCA for planning the campaigns and events that address the the current issues in the neighborhood and how McMaster students can help to promote safe and healthy environment.
Difficulties:	In these kinds of events, audience outreach is always a main issue. Working alongside various campus groups is vital to ensure that the message is conveyed.
Partners:	<ul style="list-style-type: none"> <li>- AWWCA (Ainsle Wood Westdale Community Association)</li> <li>- SOCS</li> <li>- VP Municipal Affairs</li> </ul>
<b>Service Goal/Objective</b>	Increase in the Off-Campus Volunteer Partnerships
Why:	Traditionally, SCSN has been more involved with the on-campus group. I believe McMaster students really get to see a totally different side of Hamilton once they get to volunteer in the outskirts of downtown Hamilton, and they learn to appreciate what McMaster community & life in general has to offer.
Difficulties:	-
Partners:	<p>Frontier College OPRIG Empowerment Squared</p>

	VP Municipal Affairs AVP Municipal Affairs
<b>Personal Goal</b>	Getting started to work with off-campus groups earlier in the year to ensure that the events run smooth & the campaigns are planned diligently.

<b>SEPTEMBER</b>	
<b>Service Goal/Objective</b>	Community Connector Hiring Campaign
<b>Why:</b>	Besides the executive involvement, SCSN lacks the much needed volunteer base. Mostly, it's due to the late application release during the year. The title of community connectors also needs to be changed to ensure that students get the better essence and meaning of the role.
<b>Difficulties:</b>	<ul style="list-style-type: none"> <li>- It has been challenging to find applicants in the past</li> <li>- Revamp outreach strategy</li> </ul>
<b>Partners:</b>	<ul style="list-style-type: none"> <li>- Underground</li> <li>- Maroons</li> <li>- Reslife</li> <li>- Welcome Week Reps</li> </ul>
<b>Personal Goal</b>	Ensure that volunteers are hired by the end of the September to kickstart the school year with a bang.

<b>OCTOBER</b>	
<b>Service Goal/Objective</b>	Discover Your City -- Westdale Version

Why:	This event is primarily directed towards first and second years. As most of the incoming students are busy settling into the on-campus university services, it is also vital for them to explore other nearby off-campus commodities. It can anything ranging from food options to navigating different grocery stores.
Difficulties:	This event is mostly run with the help of off-campus sponsors. Getting enough people to get on board might be difficult, but it can be overcome by earlier promotion.
Partners:	<ul style="list-style-type: none"> <li>- Rezlife</li> <li>- SOCS</li> <li>- Maroons</li> </ul>
<b>Service Goal/Objective</b>	Safe Cycling Awareness Campaign
Why:	It was brought by AWWCA that a lot of neighbors feel unsafe with reckless biking in the neighborhood. This campaign is aimed to raise awareness regarding safe biking in Hamilton and how it impacts people around them.
Difficulties:	<ul style="list-style-type: none"> <li>- Bringing information to the students rather than only posting it online. It can be done by providing various incentives throughout the campaign such as providing free light, reflectors and informative pamphlets.</li> </ul>
Partners:	SOCS Maroons MSU Macyle
<b>Personal Goal</b>	Learn and explore the neighborhood communities around the McMaster Campus.

## NOVEMBER

<b>Service Goal/Objective</b>	Housing Awareness Bootcamp
Why:	Most of the students start looking for housing around this time. I believe it is vital to equip students with information regarding rental agreements, basic housing amenities, and their basic rights.

Difficulties:	<ul style="list-style-type: none"> <li>- Engaging first years in this topic is hard. However, better collaboration with Rez Life and ROR can result in the success of this event.</li> </ul>
Partners:	<ul style="list-style-type: none"> <li>- AWWCA</li> <li>- AVP Municipal Affairs</li> <li>- SOCS</li> </ul>
<b>Personal Goal</b>	Make sure that students are able to think through before signing their leases and not making rushed decisions.

DECEMBER	
<b>Service Goal/Objective</b>	Mental Health Awareness – campaign/support
Why:	December is the most stressful time of the year. Thus, it’s really important to promote the values of mental well-being and knowing when to take a break.
Difficulties:	<ul style="list-style-type: none"> <li>- Lots of campus groups tend to promote their own mental awareness campaigns around this time of the year. To avoid that, it’ll be in best interest of SCSN to partner up with other group to ensure that the event is not clogged up and avoid lower student outreach</li> </ul>
Partners:	<ul style="list-style-type: none"> <li>- Maroons</li> <li>- MSU SHEC</li> <li>- MSU SWHAT</li> </ul>
<b>Personal Goal</b>	Providing a safety hub for McMaster Students to destress

JANUARY	
<b>Service Goal/Objective</b>	Discover Your City -- Hamilton Version
Why:	



	The goal of this event is to provide McMaster students an incentive to explore Hamilton outside Westdale.
<b>Difficulties:</b>	<ul style="list-style-type: none"> <li>- Timing of the event can make or break the event since January is when most of the social events take place.</li> <li>- Commute from McMaster to Downtown might sway some of the students, perhaps working with Marauder Bus can help expedite the event?</li> </ul>
<b>Partners:</b>	<ul style="list-style-type: none"> <li>- SOCS</li> <li>- FYC</li> <li>- Spark</li> </ul>
<b>Personal Goal</b>	Encourage students to explore Hamilton and appreciating the beauty and resources offered outside Westdale.

FEBRUARY	
<b>Service Goal/Objective</b>	Tenant Rights Campaign
<b>Why:</b>	This event will be the expansion of the boot camp, focused more so on the Tenant and lease agreement. It will ensure that students are knowledgeable enough about their rights and they are in the position to hold their landlords accountable.
<b>Difficulties:</b>	<ul style="list-style-type: none"> <li>- Translating technical content into student friendly pamphlets</li> <li>- Reaching out to the first years and making sure that the message is conveyed.</li> </ul>
<b>Partners:</b>	<ul style="list-style-type: none"> <li>- SOCS</li> <li>- Rezlife</li> <li>- FYC</li> <li>- Spark</li> </ul>
<b>Personal Goal</b>	Students gain sufficient knowledge to know their lease and rights, and they're able to make right & mindful decisions regarding their living choices

## Long-term planning

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Overarching Vision	In the past, SCSN had fair share of issues with students outreach and volunteer base. I'd like to see more students involvement with SCSN, whether it be through social media platforms, events, or conferences.
Description	Increase in the number of volunteers
Benefits	<ul style="list-style-type: none"> <li>- Give different perspective on the event planning</li> <li>- SCSN get to represent more than a voice of a "execs"</li> <li>- Better event execution</li> <li>- Change in the outlook of a team</li> </ul>
Partners	<ul style="list-style-type: none"> <li>- McMaster Students</li> <li>- MSU</li> <li>- FYC</li> <li>- Spark</li> <li>- Rezlife</li> </ul>

## Rought (Tentative) Calendar (calendar and checklist)

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May	- Exec Hiring
June	- STAC meetings & programming
July	<ul style="list-style-type: none"> <li>- Event Planning with AWWCA &amp; Frontier College</li> <li>- Exec Training</li> </ul>
August	<ul style="list-style-type: none"> <li>- Planning strategies for hiring Community Connectors</li> <li>- Update CC Job Descriptions</li> </ul>
September	- Hiring - Community Connector
October	<ul style="list-style-type: none"> <li>- Discover Your City - Hamilton Version</li> <li>- Safe Cycling Campaign</li> </ul>
November	- Housing Bootcamp (Campaign)

December	- Exam Destresser -- Doggo & Donuts
January	- Volunteer Fair -- off campus groups - Discover Your City -- Downtown Version
February	- Tenant Lease Review Workshop
March	- Review events/campaigns this year and make recommendations for next year - Transition incoming PTM
April	- Transition Reports for incoming execs and PTM