



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-07

Date & Time: Tuesday, August 14, 2018
11:00 a.m.

Place: MSU Boardroom, MUSC 201

Items:	1)	Adopt Agenda	
	2)	Adopt Minutes – EB 18-05, EB 18-06	
	3)	Food Collective Centre Report	Hannah Philips
	4)	Horizons – Final Report	Joshua Yachouh
	5)	MACycle Report	David Zaslavsky
	6)	Pride Community Centre Report	Miranda Clayton
	7)	Shinerama Report	Lauren Liu
	8)	Spark Report	Jane Luft
	9)	SWHAT Report	Sowmya Karthikeyan
	10)	WGEN Report	Jocelyn Heaton
	11)	Compass Long-Term Direction Discussion	McGowan
	12)	TwelvEighty and The Grind Promotions Coordinator Wage Review	Warwani
	13)	Capital Request – TwelvEighty	McGowan
	14)	Committee of the Whole – Services	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)	Discussion
	12)	Approval
	13)	Approval
	14)	Approval/Discussion
	15)	Provide Information & Answer Questions
	16)	Unfinished/Other Business
	17)	Time of Next Meeting and Motion to Adjourn

Motions

12. Moved by _____, **seconded** by _____ that the Executive Board approve the wage assigned to the TwelvEighty and The Grind Promotions Coordinator at B3, as circulated and attached.

13.a) Moved by _____, **seconded** by _____ that the Executive Board allocate \$3,450 from the Capital Projects Fund for electrical in TwelvEighty, as circulated and attached.

13.b) Moved by Robinson, **seconded** by _____ that the Executive Board expend \$3,450 from the Capital Projects Fund for electrical in TwelvEighty, as circulated and attached.

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

Executive Board Meeting 18-07
Tuesday, August 14, 2018 @ 11:00am
MSU Boardroom, MUSC room 201

Called to Order 11:12am

Present Epifano, Farah, Florean, Hackett, MacLean, Roshan, Warwani
Late
Absent Bertolo, Robinson
Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), S. Figueiredo (AVP (Services)), Miranda Clayton (PCC Coordinator), Hannah Philip (FCC Coordinator), Sowmya Karthikeyan (SWHAT Coordinator)

1. Adopt Agenda

Moved by Hackett, **seconded** by MacLean to adopt the agenda, as presented.

Amendments

- Epifano – Add SCSN Yearplan
- Farah announced that they will be doing the reports in order of who was present to report.

Moved by Hackett, **seconded** by MacLean to adopt the agenda, as amended.

Passes Unanimously

2. Adopt Minutes

Moved by Florean, **seconded** by Warwani to adopt the minutes from Executive Board meetings 18-05 – July 17, 2018, and 18-06 – July 31, 2018, as circulated.

Passes Unanimously

3. Food Collective Centre Report – Hannah Philip presented

- Philip summarized the report.

Questions

- Florean asked Philip to speak more to the collaboration with Hamilton Cab delivering the boxes. Philip responded that it's through partnerships with the Underground, and it comps the cost of running the cabs.
- MacLean asked what promotion strategies they were using for Lockers of Love. Philip responded that they don't usually speak about it because they would like to keep it stigma free, but there has been a picture posted of the space to give it a more human aspect.
- Florean asked if students get to opt-in for delivery. Philip responded that there will be that option at no additional cost, and they were thinking of getting actual boxes. Wooder added that they will do their best to keep it cost effective, but there might be some additional costs due to packaging, but they will be looking into it.

4. Pride Community Centre Report – Miranda Clayton presented

- Clayton summarized the report.

Questions

- Hackett asked if training was mandatory for the pride rep network patch. Clayton responded that it was, so that the rep knows what the PCC offers.
- Wooder suggested increasing visibility will having a vinyl wall wrap. Clayton responded that the main doors will be switching so that was an option to look into.
- MacLean asked about the pride network training and if there was an online option, as some people wouldn't be in Hamilton. Clayton responded that they will be figuring that out tonight.
- Florean asked if the Toronto Pride trip was open to the public, and if so how many attended. Clayton responded that it was open to the public, and that anyone who wasn't an exec of the groups that went backed out due to the weather.
- Florean asked how this was advertised. Clayton responded that it was a last-minute decision and that it was advertised through social media and Engiqueers promoted the trip as well.
- Florean asked how the patches for reps were funded. Epifano responded that there was some extra special project funding leftover from the Welcome Week levy.
- Warwani stated that having a presence on campus during Welcome Week might help with recruiting volunteers. Clayton stated that they will be keeping the space open so that people can check it out. Clayton added that all reps with patches will be visible, and that exec might have signs.
- Florean asked what the rep training would look like. Clayton responded that the training will go over what the PCC is, the resource library, support group programming, events, terminology, and trans 101. Clayton stated that the reps will then be taken to the space so that they know where it was located.
- Hackett was wondering if there could be any leeway with the training, given that the training is the last week before Welcome Week. Clayton responded that there will be a third option, which is inviting the pride rep trainers to their faculty training. Clayton explained that Health Sciences invited them to present at their training, but if this was something that Hackett wanted to do then they would need to speak with their faculty planners ASAP.

5. SWHAT Report – Sowmya Karthikeyan presented

- Karthikeyan summarized the report.

Questions

- Florean stated that SWHAT was a great service. Florean asked if they were doing extra hours during Welcome Week. Karthikeyan responded that they haven't looked into extending the hours as of yet, as they weren't sure if they will have enough volunteers.
- Wooder stated that if Karthikeyan hasn't already done this, to look at the physical signage to make sure everything was okay. Wooder stated that if SWHAT needed any updates to let him know.
- McGowan asked if everything was going well with the MAPS space. Karthikeyan responded that as of right now everything was okay.
- Warwani asked if they could text SWHAT to get a walk home. Karthikeyan responded that no, the student would have to call the office phone or use the online form.

6. Horizons Report – Joshua Yachouh presented

- Yachouh summarized the report.

Questions

- Wooder stated that he was sorry to hear about the situation with the vendor, he would like to look through the email thread to help figure out what happened. Yachouh thanked Wooder and stated that he should have brought him into the loop before this.
- Florean asked why the leader training budget was underbudget. Yachouh responded that they were going to spend another \$500 from the annual campaign line for their social.

7. MACycle – report not submitted

8. Shinerama Report – report attached

- Epifano went over the report.

Questions

- Florean asked about the Niagara trip, and what was the profit. Florean asked if Shinerama paid out of the budget to have travel covered. Epifano responded that she would look into it.
- Hackett stated that under challenges they would have liked to keep tabs on the events run and that Hackett was confused as to what information Shinerama would like to have.
- Warwani stated that during the month of August Shinerama was supposed to be doing something with Paisley. Warwani asked if this was still happening as they haven't seen any promo for this. Epifano responded that it was.
- MacLean asked for the next report to have more detail in their budget.

9. Spark Report – report attached

- Epifano went over the report.

Questions

- Florean liked the idea of the guide book. Florean asked if the guide book was successful if the MSU would continue to do them. Wooder responded that they would, but one of the issues happening was that Spark had really skilled promotions and the budget won't accurately show the usage from previous years. He stated that they will have to see how much it would cost and if they would continue with it next year.
- Florean asked for Epifano to pass on that the report was well done.

10. WGEN Report – report attached**11. Compass Long-Term Direction Discussion**

- McGowan explained that he had hoped to have a document prepared for this meeting but that he will just preface the situation and the Executive Board will have a future discussion on it. McGowan explained that previous to coming to the student centre Compass was a service desk led by a PTM and its job was to provide support for campus information with some tickets being sold. He stated that it has grown into a service desk where tickets and transportation tickets bring in revenue. McGowan explained that over the last few years with the trend of e-commerce and presto, interaction with Compass has lowered and revenues have declined. McGowan stated that they used to make \$140,000 net revenue and this year made \$75,000. He added that they received information from GO Transit that they will no longer be partnering with the MSU. McGowan explained that Compass will have a financial burden if this continues, and that he would like to have a discussion on how to proceed with the service. McGowan stated that they are just beginning their discussions and hope to bring ideas here.
- The Board asked McGowan questions about Compass and how it operates. McGowan added that they were open to all suggestions and to please feel free to bring forward any idea.

12. SCSN Yearplan

Moved by Warwani, **seconded** by Florean that the Executive Board approve the SCSN Coordinator's Yearplan, as circulated.

- Epifano stated that based on the feedback given, the PTM met with Bertolo and the SCSN exec team, and resubmitted their yearplan.

Vote on Motion**Passes Unanimously****13. TwelvEighty and The Grind Promotions Coordinator Wage Review**

Moved by Warwani, **seconded** by Hackett that the Executive Board approve the wage assigned to the TwelvEighty and The Grind Promotions Coordinator at B3, as circulated and attached.

- Warwani went over the memo with the Board.

Passes Unanimously**14. Capital Request – TwelvEighty**

- McGowan went over the memo and request with the Board.

a) Allocation

Moved by Warwani, **seconded** by MacLean that the Executive Board allocate \$3,450 from the Capital Projects Fund for electrical in TwelvEighty, as circulated and attached.

Passes Unanimously**b) Expenditure**

Moved by Warwani, **seconded** by Hackett that the Executive Board expend \$3,450 from the Capital Projects Fund for electrical in TwelvEighty, as circulated and attached.

Passes Unanimously**15. Committee of the Whole – Services**

Moved by Epifano, **seconded** by Florean 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.

FCC

- The Board stated that they were doing great.

Horizons

- The Board thanked Yachouh for the detailed report, and that there were great recommendations for the future. The Board asked Robinson to circulate the completed budget. The Board would like to be kept updated on the SoBi and lanyard issues.

Pride

- The Board felt that Clayton was doing a great job. The Board would like for the service to look into the logistics of Pride Rep training and move toward avenue modules.

Shinerama

- The Board would like Shinerama to have a better focus on promotions, and it will help increase turnout. It was reported that McMaster Shine was currently number one in fundraising.

Spark

- The Board thought it was great that Spark received a lot of applications for TLs and thanked Luft for planning in advance for the upcoming year.

SWHAT

- The Board would like to see SRA promote SWHAT during Welcome Week.

WGEN

- The Board thought WGEN was doing great.

16. Information and Questions

- Florean asked if the Shinerama Coordinator goes to the National Leadership Conference. Wooder responded that they did.
- Wooder announced that OSAP has changed this year, and that the student doesn't receive the money and it goes to the institution and the rest deposited into the student's bank account. He stated that Welcome Week information is being spread now, and swag mountain was coming.

17. Adjournment and Time of Next Meeting**Time of Next Meeting:**

**Thursday, September 6, 2018
11:30am
MSU Boardroom, MUSC 201**

Moved by Warwani, **seconded** by MacLean that the Executive Board meeting be adjourned.

Passes by General Consent

Adjourned at 12:50pm

/vs



REPORT

From the office of the...

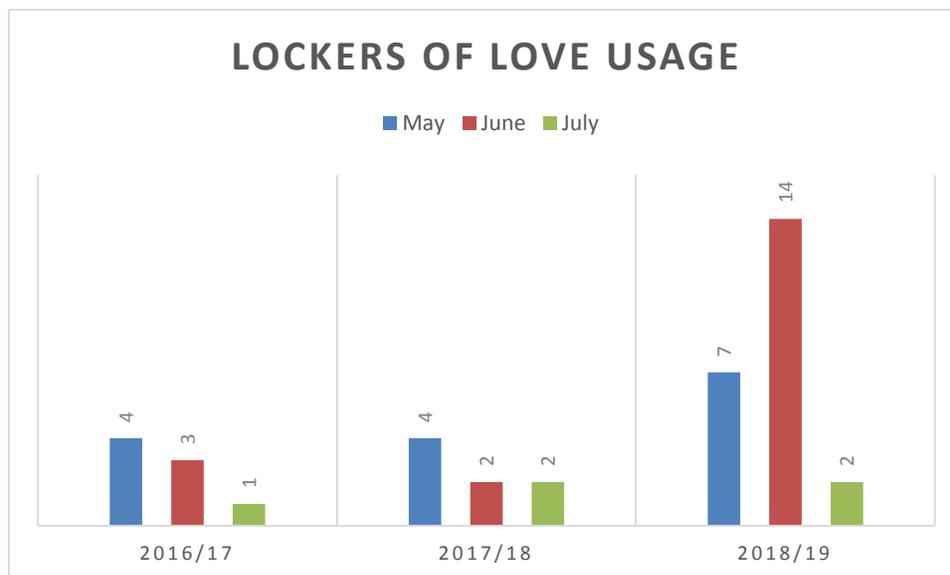
MSU Food Collective Centre Director

TO: Members of the Executive Board
FROM: Hannah Philip
SUBJECT: MSU Food Collective Centre Report #3
DATE: August 9th 2018

YEARPLAN UPDATE

Since the last report, I've managed to talk to my team individually and introduce them to their roles and what the Food Collective Centre will be doing this upcoming year. Unfortunately, since most of the team isn't in Hamilton (or in the country), we've moved team bonding and training to September when we're all in the same city.

SERVICE USAGE



Service usage looks like it is increasing overall this year. The reason for the large spike in June was probably due to our promotion of the service, and the lower numbers in July are actually quite typical for the summer months. I will be promoting the Lockers of Love Service more regularly during the school year as well.

PAST EVENTS, PROJECTS & ACTIVITIES

Horizons Successfest was fantastic, we teamed up with Mac Farmstand to bring students fresh produce from a local farm and provided blenders, yogurt and milk to create smoothies!

We filmed 2 cooking videos that promoted our service and our programming, specifically the Food Collective Centre and the Community Kitchen program.

Collaborated with Meal Exchange and Sustainability here at McMaster with Stephanie Bertolo to create a Food Insecurity Survey to flesh out the levels and effects of Food Insecurity here at McMaster and the survey is pending ethics approval.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Training Volunteers will be on the first week/ weekend of school starting. We will be opening the Food Collective Centre Food Bank a week after the semester begins, but Lockers of Love programming will be running as it always does to ensure our partners are well looked after.

Ordering a whole new set of promotional materials to go along with our new name!

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6102-0318 Annual Campaigns	Supplies for Successfest and for video shooting	
	TOTAL SPENT IN LINE	90.02
	REMAINING IN LINE	104909.98
6603-0318 Reserve	Stocking the Food Collective Centre Space	
	TOTAL SPENT IN LINE	50
	REMAINING IN LINE	650.00
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		150.00
TOTAL ACTUAL DISCRETIONARY SPENDING		140.02
REMAINING DISCRETIONARY SPENDING		105609.98

VOLUNTEERS

Volunteer hiring is happening! So far we have 63 applicants over our 3 types of volunteers and will be hosting training on the first weekend after school starts.

CURRENT CHALLENGES

Ensuring that students aren't confused about the Mac Bread Bin → Food Collective Centre name change and ensuring we have the appropriate promotion materials on hand.

Another challenge is getting the exec together! School schedules and balancing work is always difficult and so far all we have is a half hour block which isn't enough for a meeting, hopefully we can figure out time(s) that works for all of us.

SUCSESSES

Horizons Successfest was a fantastic way to get in touch with incoming first years and let them know about the services we provide.

Over 60 Volunteer Applications!! Looking forward to having a full and eager team of volunteers this upcoming year!

Confirmed Good Food Box contract with Hamilton Cab!!! We are officially good to go for delivery and are working out logistics!

Incredible Name and Logo change to Food Collective Centre which wouldn't have happened without Wooder, Underground and the lovely BOD! This is a fantastic opportunity to up our promo game and launch our new name!

My team is super keen and eager and adorable and I'm really looking forward to the year and the events/ initiatives we've got planned!



REPORT

From the office of the...

Pride Community Centre Coordinator

TO: Members of the Executive Board
FROM: Miranda Clayton
SUBJECT: Pride Community Centre Report 2
DATE: August 14, 2018

YEARPLAN UPDATE

Our summer was pretty cut and dry. Everything is progressing as expected in regards to exec hiring, pride month events, and volunteer hiring. We did not get a great amount of applicants for exec but we only ended up reopening one position and I am confident in the person we hired. My exec have been very engaged and helpful with keeping everything running smoothly and we are very excited to start the year together. Our Hamilton pride month event was not very well attended but this was in part due to the heat wave which made riding a bike not a very appealing activity. Our Toronto pride month event was well attended. Rep Network has progressed much better than expected with many sign ups and interest from the university. Volunteer hiring has been slow and I will speak more to this under challenges. I feel I could have done more this summer and I apologize if I was hard to get a hold of sometimes. Until this point I have been pretty tied up between placement and my summer job but now I am back and can fully devote more of my time to the service as I will be during the school year.

SERVICE USAGE

N/A as we are closed for the summer.

PAST EVENTS, PROJECTS & ACTIVITIES

This summer we participated in several pride month activities for June which was new as usually the service shuts down entirely for summer. We participated in Hamilton Pride by running a joint event with Spectrum called the [Bi]ke Ride to promote acceptance of b/pan/polysexuals at pride and joined together with EngiQueers and the McMaster Marching Band for McMaster's biggest ever presence in the Toronto Pride parade. Overall we had a very high energy pride month and I am glad we broke ground into the service participating in pride activities outside campus.

A new project we kicked off and are piloting this year is the Pride Rep Network. We are offering reps the opportunity to learn about the PCC, our

offerings, and basic LGBTQ2SI+ information in a training session. They will receive a patch for their rep suits to indicate they have completed this training and we will be broadcasting that if first years see a rep with that patch they are a safe person to talk to about LGBTQ2SI+ issues or ask for assistance from. This project has been met with lots of enthusiasm and we currently have 199 reps sign up to participate. We are unsure if all will attend the training but we will still have over 100 reps making a positive impact on LGBTQ2SI+ first years which is the goal in the first place.

Finally, the space renovation is happening or has happened by the time you read this! Our paint colour was picked, I determined which walls were to be painted, we cleaned out the space, and next we get to pick cute new furniture to match. Kristina even found the TV we were told was stolen so it has been a great month overall for the space.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Coming down the pipeline for August is the training and patch distribution for the Pride Rep Network. I am currently developing the training with my Volunteer & Training Coordinator as well as my Community Facilitation Coordinator and we will be delivering it. So far there are 2 sessions; 1 general and 1 specifically for health sci reps as health sci opted to build us into their training and certify all reps who choose to stay for that session. Alongside the Pride Rep Network we are planning for other Welcome Week activities we have been invited to plus determining what activities will be in the space for that week. We decided from the start we would like to be open for Welcome Week and have some low-key programming however this will be on reduced hours with only exec and returning volunteers staffing the space as others will not be trained yet.

BUDGET

So far we have only spent money on promotion and advertising of events and hiring. We did agree to cover the cost of the bus to Toronto Pride with the McMaster Marching Band however we were able to secure money from PACBIC to cover the cost of this for us and nothing came from our budget for it. Patches for the Pride Rep Network are much more expensive than anticipated because it took a long time to get quotes and by then it became a rush order. Luckily I have been informed that the university is invested in this initiative and will be covering the cost of the patches so again, to my knowledge this will not be coming from our budget. I am still waiting on an invoice from the company. The company is in Hamilton so shipping will not be an added expense and I can go pick them up myself.

Here is a picture of my June statement to back up the information given above as the usual chart that comes with this section does not format properly in whatever version of Word I have. It inserts various sections of the chart into other sections of the report every time. I am seeking assistance on fixing this issue for future reports but if providing my statements are fine please let me know as I looked through reports sent by previous coordinators and this has occurred.

McMaster Student's Union							
Dept. 0119 - Pride Community Centre							
For the Two Months Ending June 30, 2018							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	June	June	2018-19	2017-18	2017-18	2019	To Date
All:							
5003-0119 QSCC - OFFICE SUPPLIES						60.00	0.00%
5101-0119 QSCC - TELEPHONE		100.60	50.30	100.60	603.60	600.00	8.38%
5202-0119 QSCC - COMMUNITY OUTREACH					36.97	100.00	0.00%
6102-0119 QSCC - ANNUAL CAMPAIGNS		351.54		351.54	456.69	3,300.00	0.00%
6494-0119 QSCC - VOLUNTEER RECOGNITION					500.00	500.00	0.00%
6501-0119 QSCC - ADV. & PROMO.	150.00		150.00		1,655.08	1,500.00	10.00%
6604-0119 QSCC - RESOURCE PURCHASES						100.00	0.00%
6804-0119 QSCC - TRAINING EXPENSE					228.08	500.00	0.00%
7001-0119 QSCC - WAGES	1,182.60	688.21	1,424.50	691.62	7,355.27	8,500.00	16.76%
7101-0119 QSCC - BENEFITS	93.94	56.18	117.42	56.16	550.74	595.00	19.73%
8001-0119 QSCC - DEPRECIATION EXPENSE					303.96	300.00	0.00%
Total All	1,426.54	1,196.53	1,742.22	1,199.92	11,690.39	16,055.00	10.85%
							16.67%

VOLUNTEERS

We are currently in the process of hiring volunteers. We have had applications open all summer via a Google form with a soft deadline of August 20 for closing applications. Given that at the moment we have only hired 10 people I highly doubt there will be any sort of closing and we will close when we feel comfortable with the amount of volunteers we have. Ideally we would like to have 30 volunteers but it is likely that we will open the space will less, fill gaps with exec taking shifts, and continue accepting applications.

CURRENT CHALLENGES

Finding time to train volunteers for the Pride Rep Network has been a challenge as reps are already expected to complete a great amount of in person and online training. I originally selected a date and booked the room but later found out there was a conflict with other rep training. My backup training day was then taken by Maroons training so we had to settle for another day both myself and my exec co-facilitating training will be available. I worry that day will be less accessible for people as it is on a weekday so we are developing an online option as an alternative but I feel we are cutting it close to Welcome Week and I fear stressing out or overwhelming reps. I do not think EB can really assist with this but if you have any feedback it would be appreciated.

Our other biggest challenge is volunteer hiring. I anticipated it would be difficult given that the space has been largely inactive for the past year and hostile in previous years but only having a third of the volunteers I would like to have is still concerning to me. 2 of those 10 volunteers are returners and no other previous volunteers that did not end up becoming exec seem to be

interested in returning. I hope once people see the renovated space and rebrand in action they become more interested. I also hope more people apply now that it is August and people are thinking of the school year more. If not we will have to operate on reduced hours but I would really prefer not to do that.

SUCSESSES

I am honestly blown away by the response I have had to the Pride Rep Network. I originally had a goal of 50 reps participating so to have 199 signed up is really making me proud of this campus. I love that the university is also committed to this initiative and helping us make it a reality by covering the cost of the patches. This is a very good step to better relations with the university overall which I am glad about because there are definitely barriers that still need to be eliminated.

Making connections with other groups on and off campus for pride month activities was also something really special and gave me hope for the future regarding the community as a whole. Having us and EngiQueers as two strong groups on this campus eventually is excellent for advocacy and although the marching band is not explicitly a queer group there is a history of queer leadership (even not counting myself) which is important for normalizing and demarginalizing LGBTQ2SI+ people. We do not only exist in the context of queer/trans based groups and sometimes people forget that. I know this year will not be easy but we have gotten such positive feedback regarding the new direction of the service that I have a very positive outlook for the next 8 months.

OTHER

We ordered extra patches for the Pride Rep Network so we can continue to accept stragglers until Welcome Week. If you are repping and interested please consider signing up. Allies are welcome!



REPORT

From the office of the...
SWHAT Coordinator

TO: Members of the Executive Board
FROM: Sowmya Karthikeyan
SUBJECT: SWHAT Report 2
DATE: August 14th, 2018

YEARPLAN UPDATE

Our training and first official meeting as full service will be on Monday, August 13th. Additionally, Welcome Week availability schedules will be sent out this week. We also sent out a poll looking at volunteer availability for Welcome Week and it looks like we have enough volunteers to be open for most of the days!

SERVICE USAGE

We are not open for the summer!

PAST EVENTS, PROJECTS & ACTIVITIES

Our group Facebook page has been made and we've been corresponding with the volunteers through that!

UPCOMING EVENTS, PROJECTS & ACTIVITIES

As mentioned earlier, we will be having our first meeting next week. It will be a training with a social tagged onto the end of it!

BUDGET

Our only expense this summer has been on stickers that we made in conjunction with EFERT! As well, we will buy snacks for training. Aside from that, we are still looking to see if we need to buy any more promotional material before the start of the school year.

VOLUNTEERS

Volunteer response and excitement has been great so far! Everyone seems to be very excited for the start of the new year.

CURRENT CHALLENGES

We are not facing any challenges at this time!

SUCCESSSES

Volunteers are so so excited, it is really to see. Additionally, the executive team has settled nicely into their roles and many of them are really comfortable with navigating their responsibilities!



REPORT

From the office of the...

Horizons Coordinator

TO: Members of the Executive Board
FROM: Joshua Yachouh
SUBJECT: Horizons Report 5
DATE: Tuesday Aug 14, 2018

UPDATE

Lots has happened!!

- Executed staff training the weekend of July 20-22
- Executed conference from July 27th-29th
- Distributed event feedback forms to both staff and delegates
- Planning Team transition documents are in progress
- Event photos have been posted
- Thank-you cards are in the process of being distributed to our partners

SERVICE USAGE

- 175 delegates and 71 staff at Horizons 2018
- Almost 20 of our delegates participated with some form of financial aid. An increase from the 10 last year!
- 70 delegates completed the post- event feedback form and counting

PAST EVENTS, PROJECTS & ACTIVITIES

Staff Training

- We did 2 days of general training, and completed LDL and SET specific trainings on Friday evening before the weekend
- We were located in IAHS, and had several rooms booked out for rotations - fortunately this year we were not booked beside an examination room and had no issues in terms of rooming/space
- Peer Support training was facilitated by Sonia Jarvie, a Horizons Session Coordinator. This wasn't the original plan but the hiring timeline of the TRRA and experience level was not met to complete our training. Ideally this would have been prepared farther in advance as it put a lot of stress on Sonia to make an audible to facilitate training. We received mostly positive feedback on this training though after conference, LDs obviously gave feedback on specific scenarios they wish we covered that we simply didn't have time to cover, or that would've made the training further in depth than a students' role should call for. There's a tight line that is walked with "how much" to train staff members on Peer support as their primary role is to facilitate sessions and staff events - we simply don't have the time to preform this training in-depth so next year I would simply recommend that we have someone who is familiar with the complex relationship staff have with delegates through the weekend such that these un-expected situations if not formally trained upon, can be something that staff are at least familiar with. Fortunately Sonia was very

familiar with conference dynamics though she (with our support) chose to facilitate a training that was appropriate given the high proportion of newcomer staff who had never experienced peer support training and thus may find it difficult (emotionally and conceptually) to grasp in depth concepts of peer support.

- AOP was facilitated by the diversity director and assistant director. Feedback was generally positive though students would've appreciated to see some minor changes in terms of their preferences for content delivery/rotational situations. A couple of students voiced that a discussion on Indigenous-related issues and land acknowledgements could be a topic that is covered in the future.
- We also ran community engagement training which was awesome and should continue once again because it helps educate our staff team on issues of poverty and gentrification in Hamilton to the extent that we'd hope they're familiar with it. We had the help of the community engagement office to do this but facilitated it ourselves.
- Meal wise and event wise things went over generally smoothly. After being cancelled on by Serve Ping Pong last minute due to them undergoing renovation (something I am confused as to why I was contacted 3 business days prior to my booking as I'm positive they've been aware of their renovation plans for longer) we ended up moving to Clubspace and ran a super chill event with some snacks for everyone and people made it fun in their own ways through board games, video games etc.
- Lift came again this year which was stellar of them and it gave us free coffee for the mornings!
- I once again paid for students' session group props as much as I could (budgeting \$10 per group). I tried to do this ahead of training weekend unlike last year where Christine had to run after Saturday training to get props. The upside of christine's method was that everyone gave her their list in one big chunk. My upside was that I did some groups ahead of time but others were unprepared and I had to spend time during training weekend running around getting props for people. Either of these methods will work as long as you have the effort and time.
- This year we had no staff fee because sponsorship rocks!!! (final number is \$8073)

Conference weekend - Friday

- We had plenty of delegates show up late or not attend, I went from 177 registered to 171 attendees. One delegate had paid but not been on our registration list - it's important for the logistics team/coordinator to be prepared to take someone's information down and find a room, lanyard, shirt, and group for them immediately so as to not alienate them.
- Conference and event services was hecking awesome to work with! Nour let us know that our check-in was the smoothest they've ever seen go over - even given a couple of room switches and small conflicts. Hugely giving credit to the team on this one for immediately hopping into action like stars. I also think in general, the fact that we worked with a h/c staff member who was a delegate helped because they were very familiar with horizons activities throughout the weekend, and she and I have been on a great working relationship as a result (she was also my CLAY delegate so wow full circle!) I attribute the success overall though to completely clear communication, something I think Christine and housing didn't have last year. Nour and I right from the get-go agreed we'd make sure we didn't run into the issues they did last year and I worked with

- them to provide them with information the exact way they wanted it and vice versa so we all were on the same page.
- Faculty programming was great this year and logistically far more smooth. Faculty specific feedback from staff varied with some being very positive and some mediocre. Seeing as we reached out to faculty planners in March we tried to ensure that everyone was on the same page but unfortunately some planners were less responsive and apathetic towards their engagement with us and this led to a couple of groups causing a bit of a logistic headache (i.e. humanities did not book a room or tell us they needed a room, or a let us know that they needed a projector beforehand, and within science we had to have certain LDLs take the lead on programming versus having science reps be present and prepared to facilitate any programming which puts a sort of stress/power dynamic in the team). Overall, logistically things were great considering last year we were 30 minutes behind schedule when we arrived for faculty programming. The biggest time saver other than having a good check-in was making sure getting in and out of groups was fast and organized because the arts quad gets crowded quickly with so many students.
 - Dinner went over net positively, students are just too hungry and there's always, always delegates who eat tons of food and we simply won't have enough for everyone to have seconds. Even though I over-estimated the amount of plates we'd serve (i.e. conference of 240 and I asked them to cook for just over 250 people). It seemed that Friday's meal was the only one that had this "seconds" issue as students were better fed for breakfast on Saturday and Sunday.
 - In terms of PJ Party things went over extremely well! Atmosphere wise I found it to be great. My one point that I was disappointed with was the haze caused by the AVTek machine that we were edging to have cut-out from the event. It ended up fogging 3rd floor up quite a bit and we cut it when we noticed that, though the fog lingers for an extended period of time so the damage was sort of already done. If you look past that things were great and students enjoyed having a mixture of chill and hype things to do. We also implemented a staff break room which to my knowledge was appreciated though logistically could have served as a challenge at times as staff were coming in and out of their stations.

Conference weekend - Saturday

- Instead of a logistically challenging (though free) breakfast with LIFT, I found money in the budget to give students a 2nd Centro bunch (we typically only do one on Sunday!). this is a buffet style breakfast where students can fill a plate as much as they want, though I believe of course some snuck seconds in. my aim with that was to provide them with a hefty breakfast so that our pizza-lunch downtown could hold them down well for dinner. The only issue with that was that our staff were late to briefing in the morning, thus waking up delegates and getting into our groups was late, and we had less time for breakfast (because we were on a bus-schedule and it was unfavorable to deviate from that). I did have staff complain about the amount of time they were given for breakfast but unfortunately if we were not on scheduling getting out of bed and out of LP meal time was where we had to sacrifice time out of to ensure we're on schedule for the rest of the day.
- Downtown programming was logistically well other than a bit of a schedule change Sarah and I had to make on the fly to accommodate for due to small time losses here and there. We ended up doing fine on that though. Although the weekend wasn't supposed to be as hot, it was a steamy day and delegates were outside at gore park for about an hour so our events team hastily

- snagged the MSU water bottles from campus and we began distributing them to students as quickly as we could to combat this. We had meant to give these out at registration though things got rolling quicker than we'd anticipated and this wasn't done. We planned on putting a bottle in a drawstring msu bag and letting them pick it up upon arrival so as long as the team makes sure to do this next year these issues can be combatted better.
- Our programming downtown was plenty of fun and delegates really enjoyed it! Success fest was huge and had a bit more space this year than last year, though we still probably want to use more of the room next year or as much as possible. I believe nearly 30 partners showed up to engage with students which is awesome and feedback was great. In terms of the art gallery and some rotational programming we run delegates had positive feedback and any feedback was mostly them wanting to run around downtown with each other though that is not feasible in my experience.
 - In terms of things I'd change for next year and I wish I'd implemented this year would be to do a sort of walk downtown but organized. i.e. I know that there's a group that does Hamilton heritage preservation and I think a walk down king st. near the gore park area would be a cool opportunity for students to learn more about Hamilton. Alternatively, I would have loved to see how we can incorporate more discussion on the social-history of Hamilton to help give students better perspectives on pressing issues in our city and keep our students informed but that also may be quite heavy for some students to be fed with as sort of a "first introduction" to Hamilton.
 - In order to make the above more feasible, I think we should cut one of the speakers from our schedule and do what I did at CLAY in 2017 where we created a "free hour" for delegates to participate in chill time and get our group photos in while they did that. Something similar (but organized, especially if downtown) would be cool for students to have as it helps give them that sense of self-determination for their own experiences and lets them have the legitimate downtime they need on a long weekend. That's something I hope to follow up with when the new coordinator is hired.
 - Dinner on Saturday was a lot more relaxed than Friday, I think that was because staff and delegates got used to it. Fajitas were a good call and it seemed to me that people were better fed that night. Though once again, I somehow still constantly get nagged for more food. I remember Christine recommending that we could do a second payment option for a larger helping of food at events though I don't think that it'd be easy to organize and it may create a sort of weird dynamic for students who "have the spare cash" to opt for a "better" meal or experience in general.
 - Saturday night programming was great other than the fact that So-Bi proved unreliable and their unresponsive emailing wasn't the only problem I had with them. Last year, they generously donated 20 bikes for 3 hours to us, and gave our entire exec team a free month of so-bi memberships to use during the weekend or whenever we'd like. When I followed up on that partnership and how we can both benefit, Chelsea didn't feel that she was comfortable providing us with such credit and so we were only give a \$50 credit to our ride (estimated cost was \$+250). One of the agreements we had, similar to last year was to have minimum of 20 bikes available at the HSL So-Bi Rack so that we could walk our first batch of delegates over there to begin our event but lo and behold on Saturday night there were only 4 bikes there. I was incredibly disappointed especially because we confirmed the event date/time/location multiple times and they we unable to follow up with that help. I'm planning on getting the money I spent on that event back and have a phone call with Chelsea and based on how that goes over will influence my recommendation

- for the future, whether we would (interest of our budget and logistics) simply find an alternative to this event because they didn't show us that they value the work and relationship we were trying to build or we continue to reach out to them. I'll keep these details in my transition report. If you're curious, I ended up driving my car around campus dropping off staff members to drive bikes back to IAHS and this costed us (a) money (b) time that we didn't have to spare. Not to mention it disappointed our delegates. We ended up running a shortened ride to make up for lost time but not all delegates who wanted to got a chance to participate in the activity.
- Otherwise logistically wellness night was great and our system for getting everyone accounted for and into LP at night on both nights was sound.

Conference weekend - Sunday

- Wake up went smoother than Saturday and our Sunday brunch was a great time with plenty of time on the clock.
- We printed photos as take-homes for all the groups which was a wild goose chase but I've already used up so many words talking about Saturday night so I will save you the details.
- Our subway lunch was better than the pizza and sandwiches on our previous days. Generally, lunch on Sunday is difficult because groups do their sticky sticky life at different rates, otherwise lunch went over fine.
- Closing ceremonies happened and it was good and I 100% didn't cry - logistically by the end of conference we were on all the same page and whether caused us to head into MUSC atrium for a photo which the team handled well. We also cut out im special because and I believe this was best because it saved us tons of time and is super confusing in terms of having hundreds of people running around the room at once.
- Check-out was super smooth, we managed to store everyone's luggage in LP 109 and organized them by session group. We made sure people only grabbed their luggage if they had their ride or transit ready to go so that we didn't have 170 students rushing in there at once.
- Final debrief was great and nobody cried.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

I'm planning on running "night before classes" as our sort-of hand-off event with Spark. I've just gotten in contact with the events coordinators and plan to run it similarly to last year where we set up in the atrium and invite students who to join us to walk around campus and get to know their classes, as well as sort of have a mini-reunion afterward. I was thinking perhaps it'd be a good idea to do a movie night on Ron Joyce, price permitting.

BUDGET

I have yet to collect the invoice from housing and conference services, or the underground, which are both big impacts on us, but i know that we saved money on both because (a) I hadn't filled up to 200 delegates and (b) the underground was able to manage some good deals for us through changing the shirt materials.

Dept. 0124 - Horizons									
		Actual	APPROVED	Actual	Projected	Approved	YE	YE	
		YTD	2018-19	YTD	YE	2017-18	2016/17	2015/16	% Increase/
		Aug 9/18	BUDGET	Dec. 31/17	April 30/18	BUDGET	ACTUAL	ACTUAL	Decrease
All:									
3303-0124	HORIZONS - FEE REVENUE	(36,520.00)	(40,000.00)	(35,757.60)	(35,757.60)	(36,000.00)	(35,946.25)	(40,175.00)	11.11%
3802-0124	HORIZONS - OTHER REVENUE	(8,073.00)	(7,000.00)	(7,218.45)	(7,218.45)	(6,000.00)	(4,263.00)	(4,750.00)	16.67%
5101-0124	HORIZONS - TELEPHONE	130.00	130.00	87.36	131.04	120.00	123.64	94.40	8.33%
6103-0124	HORIZONS - ANNUAL CAMPAIGN	20,450.42	51,000.00	44,057.96	44,057.96	51,000.00	49,786.12	46,592.17	0.00%
6501-0124	HORIZONS - ADV. & PROMO.	368.20	1,650.00	1,747.80	1,747.80	1,750.00	1,224.02	281.18	-100.00%
6802-0124	HORIZONS - LEADER TRAINING	280.35	300.00	438.55	438.55	500.00		500.00	-40.00%
7001-0124	HORIZONS - WAGES	7,450.00	7,450.00	4,026.25	6,361.48	6,500.00	5,068.07	4,652.19	14.62%
7101-0124	HORIZONS - BENEFITS	590.00	590.00	334.35	528.27	450.00	450.55	377.53	31.11%
7401-0124	HORIZONS - BANK FEES	1,100.00	1,100.00	994.04	994.04	1,100.00	985.69	1,188.97	0.00%
8501-0124	HORIZONS - HST/GST EXPENSE			1.50	1.50	120.00	79.05	1,788.87	-100.00%
	Total All	(14,224.03)	15,220.00	8,711.76	11,284.59	19,540.00	17,507.89	10,550.31	-22.11%

VOLUNTEERS

The horizons 2018 planning team did a phenomenal job planning this conference so please congratulate them if you see them for the hard work.

Luiza Araujo: Outreach coordinator

Sonia Jarvie and Matthew Jokel: Sessions Coordinators

Sarah Figueiredo: Volunteer and Logistics Coordinator

Connor MacLean: Media and Design Coordinator

Martino Salciccioli and Lara Murphy: Sponsorship and Fundraising Coordinators

Nikhail Singh and Stephanie DePhoure: Events Coordinators

Our staff team had plenty of new faces, which does pose challenges surrounding depth of training and familiarity with conference, though even through these challenges we once again showed that it's all in the spirit of the individual to do the great things they did. Training etc. can always be improved but I'm so proud of each and every staff member who joined us this weekend for taking on the challenges they did - couldn't have done this without them.

Some other side notes:

- I hired a media set team member and had Connor take photo/video with them throughout the weekend. It's imperative that the media set team is more than one person, and I'd recommend even having three people like it was in 2016. The MSU should aid us in finding people for this role as it is incredibly skill based and we can't offer "opportunity" positions at the cost of poor content for our brand/conference.
- We hired 6 SET team members (ended up with 5 because of staff shifting around) and based on the initial feedback I got this was useful. The dynamic amongst them looked great and I think having more than 4 helped a lot when it came to taking pressure off of SET and giving them more time to interact with delegates/staff members.

CURRENT CHALLENGES

So-Bi crisis - see Conference Day 2.

Entripy ruined our lanyards and I purchased 3 years worth so I am currently in the process of trying to get my money back or get the lanyards re-done. Additionally they printed the wrong colours onto our delegate shirts. I overall wasn't impressed with their work. I know it saved us time/money but the cost was quality + and not getting

the job done as asked. This type of issue should be addressed and shown more care, especially because we found that when we raised this concern, it was met with a “well that’s what you get” type of response. This was incredibly defeating to us and I was unhappy with that response. I understand that the MSU is pushing for their services to exclusively use underground to produce their media, and I know that Entripy is the actual source of these, but the taste this left in my mouth and others’ is part of the reason why I believe PTMs such as myself prefer to design our media within our team. Of course not every team will be able to have someone strong in design (shoutout to connor) but I for example would not have been as comfortable sending my manuals, nametags, and other media to the underground given the experience I had with Entripy and response we got. I hope this is fixed for the sake of our brand and budget.

SUCSESSES

- We ran a fantastic conference although only 9 Leadership Developers had staffed Horizons before!
- Community engagement training was so well received and went awesome!
- WE FOUND MONEY FOR TWO CENTRO BRUNCHES WOO!
- On that note, sponsorship broke our goal and raised \$8073!
- Connor and Aisha killed it and pumped out an incredibly video in such a short span of time!

Reflection and recommendations

These are spread out amongst the report though the largest concerns that I feel need to be discussed are

- Simply put, we need to budget for more food each year and each meal, or provide more buffet style meals if that is possible. The variability in delegates’ eating habits is quite vocal and rings into the ear’s of staff all weekend, and it is difficult as a manager with a tight budget to ensure I’m over-estimating “the right amount” such that I don’t waste money on a meal.
- I think the conference should stick to aiming for 18 session groups of 9 people, as we’re seeing that 20 groups of 10 (i.e. 2015 horizons) is far more difficult logistically and within session. The PTM should be aware that they have the option to under-hire and add another 3 LDs if they want to add another session group for conference.
- This issue wasn’t followed up on last year and I have literally copied and pasted this from Christine’s EB report: The MSU needs to be provide a more efficient way/tool for PTMs to send emails to upwards of 1000 people. To email the 6000 first year students, we needed to send the same email to 200 participants at a time, and we sent 3 rounds of emails to them. That was a lot of unnecessary time spent doing something a tool could have made more efficient.
- I raised the prices on each end by \$10 and this ended up bringing in the revenue I needed, I’d recommend freezing prices at \$190 and \$230 for the coming years. I did find that quite a few delegates requested financial assistance but not any amount that would’ve been different from last year. I ended up providing assistance to students by offering the early bird price if I couldn’t afford to offer them all the half-priced discount. We had 20 delegates attend with some form of financial aid!
- Similarly to last year’s recommendation, we should continue investigating an option for Media positions with Horizons to have compensation. These are very skill-based roles and people deserve to be credited for that. This should be something the communication officer, and Horizons coordinator begin discussing once they’re hired.

- I believe the PTM must be hired as early as possible, and hire their team as early as possible as well. In order to collect sponsorship and reach out to partners we need as much time as we can get and my late hiring was difficult in many aspects. I was fortunate in that Christine was the PTM last year and I had her at my disposal. Additionally, I was a little upset that I felt I had to hire my executive team and put in ~ 40 hours of work before my contract even started and the VP Admin at the time had no concern with me doing so.
- On my previous point, we should continue to search for long-standing, continuous sponsors as I had tried to do earlier in my role. Tuba and Vlad (underground) helped as much as they could but my plans fell through and we had to rely on (what I would call 40% luck 60% merit) to gather sponsors. Our sponsorship package may want to be incorporated into a deal with sidewalk sale or another large MSU opportunity so that we can have plenty more to offer to larger partners that may be interested in targeting us.
- The MSU needs to hire a TRRA well ahead of Horizons, as I was put in a very stressful and awkward dynamic during training weekend when it came to having no MSU staff member to facilitate Peer Support training. It was unfair that we had to ask one of my Execs to do that especially on short notice.
- I am continuing to collect feedback from staff and delegates, it is so early on from conference that I don't have enough to present yet but the incoming coordinator will have full access to all of this. Overall I'm pleased with how I was able to access feedback from Christine's year and I trust the incoming coordinator will benefit as well.
- A recommendation from last year that wasn't necessarily followed up on was for the Horizons coordinator to have Peer Support training, as there are always instances where their role requires this in a serious manner. I'd hope to see that both conference next year get (a) community engagement training and (b) peer support training on top of their regular MSU training.
- I recommend once again using MUSC rooms for sessions rooms. They nearly charged me double the cost of last year but I managed to work out a deal with them. For the future I recommend setting a multi-year deal similar to housing and conference so that we can solidify rooms and pricing.
- Rotational programming was awesome and I hope to see that next year's sessions coordinators and events coordinators find a way to continue doing some form of a workshop or skill building session downtown.
- All other recommendations are somewhere above.



REPORT

From the office of the...

MSU Shinerama

TO: Members of the Executive Board
FROM: Lauren Liu
SUBJECT: Shinerama Report #3
DATE: August 10th, 2017

UPDATE

This month has consisted of finalizing plans for Welcome Week. With Welcome Week just weeks away, my plan is to boost our fundraising totals with some August summer events, and mitigate logistical problems with advanced planning and contingency plans.

SERVICE USAGE

For the past month, The MSU Shinerama Facebook page has had 145 views, 22 page likes, 26 new page followers, 147 video views, and a reach of 5324. Posts this month have been focused on highlighting our star rep teams, and sharing information and facts about CF.

During the MSU Horizons Conference, Shinerama had a table for the Successfest. Where we had an awesome opportunity to engage with delegates and student leaders.

PAST EVENTS, PROJECTS & ACTIVITIES

Niagara Falls

On July 29, we took a trip down to Niagara Falls, where we sold cold water and Shine Swag. We made \$450, and sold ~200 bottles in a few hours!! This was an extremely successful event.

Awareness Campaign

This month we began our awareness campaign, posting information, facts, current research about CF on our social media platforms, to increase the awareness about the cause. We have received engagement both from the university community, and the Hamilton community. A particularly touching comment was from a mother whose daughter was recently diagnosed with CF, and we were able to provide her with updated information regarding newborn screening in Canada.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Social Media Contest

We have just begun a social media contest for the final push before WW, to increase engagement and reach to the student body. Two \$25 gift cards have been donated by the Campus Store, and will be the prize for the winners of the contest.

Bottle Drive

Our final bottle drive will be happening/have happened on August 9th. We have 8 bars confirmed, and hope to collect around \$100.

Welcome Week Events

Shinerama Photobooth – I will be purchasing 200 polaroid film, and booking the MSU background to be used during the two move-in days and throughout Welcome Week.

Piggy Painting – Crock-a-Doodle has donated a giant piggy bank for us to paint, and to glaze. We will be writing ‘class of 2022’ on the piggy, and will host a piggy painting event on the two move-in days for the incoming students to put their fingerprints on, by donation, and raffle to win the pig after it has been glazed.

Charity Casino – Raffle prizes are being finalized, and dealers are being recruited from Maroons and Faculty Teams.

Shineapple – This is a new event being implemented this year, suggested by one of the Shine reps. We will be hosting a decorating competition, to decorate a pineapple, and will then see who can roll the pineapple the quickest around a set path.

Awareness Games – We will be running a few CF-specific awareness games. Last year, these were done during the SOCS Beaver Games, however this year, we will just be running a drop-in event on the Tuesday, with games such as exercising while breathing through a straw, CF trivia, etc.

TEDx Event – We are in the process of looking for a CF speaker to be a part of this event. Unfortunately I was just notified that the speaker that CFCanada had in mind to bring in, is no longer available, but they are finding a replacement speaker.

Shine Café – The Grind has agreed to donate a certain percentage of proceeds from Thursday to the Shinerama campaign, and we will be helping them promote their venue and the foods there by hosting a board game café for 3 hours on Thursday evening.

Shine Day – There are currently 85 Shine sites confirmed with insurance ordered. The lunch order for first years is being finalized, and I am working on providing snacks and breakfast for reps, through sponsorship donations. The shine shirts have been ordered and am waiting on Avtek to confirm service bookings for the day. Shine supplies have already arrived and are ready.

Dodge, Duck, Dip, Shine, Dodge, Dodgeball Tournament – Sport Hall is booked for this event. A registration link will be sent out to all planners. Equipment rentals are arranged. Prizes are being arranged.

Faculty/Residence Assignments – This year, the reps have been assigned each to a faculty and/or a residence for whom they will be the main point of contact regarding all things

Shine. They will be also available just as extra hands to the faculty/rez teams, and will be able to attend any of the faculty/rez Shine-specific events.

BUDGET

Since my previous report, I have spent:

- \$7029.73 on Shine day shirts

I will be spending:

- ~\$800 on Avtek for Shine Day
- ~\$1500 on Shine Day lunch and breakfast
- ~\$750 on booking Sport Hall (cost will be shared with residences)
- ~\$3000 on Shine Day busses
- ~\$200 on polaroids

The remainder of the budget will be spent on:

- Any unforeseen costs
- Obtaining extra casino prizes
- Volunteer appreciation
- Other Shine event supplies

VOLUNTEERS

Volunteer engagement has been much more successful as WW approaches in terms of assisting the Execs with planning events and completing tasks. Volunteers have begun to show more interest in the final plans of WW and in interacting with our posts to increase engagement as well as expand our network.

CURRENT CHALLENGES

One challenge has been connecting with the faculty and residence groups to stay on top of the events that they have planned in terms of Shine. I really hoped that this year we would be able to be much more involved in keeping tabs on what kinds of events the faculties and residences have been hosting, and although there has been some improvement, there is still much information that I am not receiving from the faculties. Perhaps in the future, there will be opportunities to strengthen these connections. It is also difficult considering the number of faculties and residences, which each have their own plans. I think there is a great opportunity for the Shine team to support the faculties and residences in their fundraising efforts, however this communication and transparency will need to be strengthened. I have been trying to keep up to date by regularly posting updates on the Shine Planner Facebook group, although these did not receive much acknowledgement. I have started messaging the groups individually, but it has been cumbersome.

SUCSESSES

McMaster is still #1 in the country for online fundraising, with three of McMaster's teams in the top 10! I have also received feedback that our online presence and awareness piece has been more effective in educating our followers about the cause, which has been very encouraging.

OTHER

N/a



REPORT

From the office of the...

Spark Coordinator

TO: Members of the Executive Board
FROM: Jane Luft
SUBJECT: Spark Report #2
DATE: Tuesday, August 14th, 2018

YEARPLAN UPDATE

The past month has been exciting for our executive team because we will soon be a team of 41 instead of 7! A lot of the past month has been dedicated to recruiting volunteers for Spark so that we have a team of upper year mentors to support the incoming class of 2022. On top of promoting and marking Team Leader applications, our team has been busy working on our respective portfolios. We've made progress in planning for First Year Formal by choosing a venue and working out budget details, we've solidified all of the weekly sessions for first semester, and we have staff training and socials planned for first semester. Our major challenges have been balancing the workload of Team Leader applications with our other tasks for our individual roles but we have been quite successful in completing work and helping out one another when needed.

SERVICE USAGE

While Spark is still not truly operational, we have seen great interest in our service over the past month from prospective volunteers and first year students. While promoting Team Leader applications, we reached 2375 likes on Facebook with a maximum reach of 3334 at the end of the application period. We received 163 applications for the 34 Team Leader positions available.

We also saw great interest in our mentorship program from first year students attending the Horizons conference. 84 new emails were collected from students wishing to be contacted when student registration opens.

PAST EVENTS, PROJECTS & ACTIVITIES

Horizons Successfest: On July 28th, 3 members of our executive team were at the Horizons conference helping promote Spark to students at the involvement fair. We gave away rave cards and lanyards to interested students and managed to secure 84 email addresses to add to our mailing list. The interest in Spark from incoming Mac students is very exciting and we can't wait to invite them to register for September!

Sessions 7-10 Developed: Our Sessions Coordinators have busy over the past month creating the remaining sessions for the first term weekly mentorship program. Some of the new session themes they have created include "Change & Transformation", "Perspectives", and "Stress, Support, & Resources". By solidifying sessions well in advance of the start of the term, we will be well prepared to purchase materials and train volunteers on leading their sessions.

Spark Formal Progress: Our Events Coordinators have been hard at work communicating with the Hamilton Art Gallery about hosting the First Year Formal in November. After doing a tour of the venue and comparing it to other potential venues, we have decided on the art gallery and are in the midst of finishing up a contract for the event. We have met with FYC Coordinator, Melissa Paglialunga, to discuss other details of planning the formal to ensure they are also involved in the planning process.

Welcome Week: Spark has connected with RezLife to have a couple of slides in the opening and closing ceremonies for each individual residence to reach a large number of students during the week. We also plan to set up our table and tent at various points throughout the week to get the word out about registration.

WW Guidebook Creation: Our Promotions & Publications Coordinator has been very busy (on top of organizing Team Leader Application promo) as she developed content for the first Spark Guidebook which is focused on Welcome Week. She has been communicating with the Underground and has received the first proof of the guidebook so that it will be ready in plenty of time for Welcome Week.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Interview Weekend: From August 17th to 19th the Spark executive team will be conducting interviews for the new group of Team Leaders for the 2018-2019 school year. We are in the process of developing 6 different interview stations that applicants will rotate through. It will be a busy weekend with 6 rounds of interviews scheduled over the 3 days but it will be great to finally be all together and hire a passionate team of leaders to help transition first years into the McMaster community.

Volunteer Meet & Greet: Although we hope to see many of our volunteers during Welcome Week at the Spark tent, we really want to have a chance for everyone to meet one another before our training weekend and be welcomed into the Spark family. We will have a casual event in ClubSpace the first week of classes with snacks and activities to help everyone get to know each other.

Volunteer Training: Spark’s volunteer training is scheduled for September 8th & 9th where we will go over a number of important training sessions including AOP, peer support, and other training relevant to being a Spark Team Leader. This will also be a great opportunity to have the Team Leaders get to know one another better and become comfortable in their new role.

First Year Registration: Starting August 25th with Welcome Week, student registration for Spark’s weekly mentorship program will be open. We plan to promote registration throughout the week and have a window banner in the MSU Office as student registration is one of the biggest promotional campaigns for Spark. Registration will remain open until the week before sessions begin.

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
5003-0125	TOTAL SPENT IN LINE	\$0.00
OFFICE SUPPLIES	REMAINING IN LINE	\$60.00

6102-0125	TOTAL SPENT IN LINE	\$0.00
ANNUAL CAMPAIGNS	REMAINING IN LINE	\$3,000.00

6501-0125	TOTAL SPENT IN LINE	\$449.00
ADV. & PROMOTIONS	REMAINING IN LINE	\$2,551.00

6802-0125	TOTAL SPENT IN LINE	\$0.00
LEADER TRAINING	REMAINING IN LINE	\$750.00
<i>TOTALS</i>		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$6,810.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$449.00
REMAINING DISCRETIONARY SPENDING		\$6,361.00

So far, we have only actually spent money on promotional material at the Underground for our TL Application campaign and for first year registration promotional material. Volunteer training costs are nonexistent until we hire a team later this month. We are preparing to put a deposit on the Hamilton Art Gallery for First Year Formal in the coming months for \$1500 which will come out of the 'Annual Campaigns' line. FYC has agreed to contribute financially to First Year Formal as well and we plan to work with additional campus partners to help with the cost of the event.

VOLUNTEERS

Our team has had few team dynamics challenges so far other than being physically separate from one another for the majority of the summer. We plan to organize an executive retreat in September to do some team bonding and will hopefully spend more casual time with one another once we are all in Hamilton again.

CURRENT CHALLENGES

One of our current challenges is scheduling executive members during interview weekend. A number of us had large commitments during that weekend that we've had to work around and one member is still having difficulty finding out what times specifically they will be unavailable. Their other commitment is a mandatory training for another MSU service (Maroons) that has yet to confirm times for the training and what exactly they need to be in attendance for. We are hoping they will be flexible with this considering the interview weekend was scheduled with set times prior to any confirmed times of this training.

We also experienced the challenge of delayed approval of EOHSS event planning forms and weren't able to book rooms in IAHS for future Spark events and trainings. This challenge has recently been resolved as we received approved forms this past week.

Another challenge that may arise during hiring is ensuring the team of Spark volunteers comes from diverse backgrounds, specifically from which faculty our volunteers are coming. There is a very heavy proportion of Science and Health

Sciences students and while we want to ensure the best applicants are being hired in a fair way, we also want to have good representation of different faculties in our team.

SUCCESSSES

We have had a number of successes over the past couple of months. Our promotion of Team Leader applications was awesome as we reached tons of people through social media and word of mouth, collecting 163 applications at the end. We had lots of interest in our mentorship program from Horizons students when we promoted Spark at the conference and collected many emails to contact students when registration opens. We also have been working very well as a team so far with fun and efficient meetings and giving each other shoutouts for the awesome work that everyone is doing. I can only hope we continue to have many successes as we start the busy months of Spark and continue with lots of highs through the rest of the year.

OTHER

Nothing else to report this time. As always, feel free to reach out if you have any feedback/questions at spark@msu.mcmaster.ca ! Thank you for taking the time to read this report.



REPORT

From the office of the...

WGEN Coordinator

TO: Members of the Executive Board

FROM: Jocelyn Heaton

SUBJECT: Women and Gender Equity Network Report #2

DATE:s August 9th, 2018

UPDATE

The main task WGEN has been working on since our last report is finalizing our first round of Volunteer hiring. We finished hiring our first round of Safe(r) Space volunteers and our Events Committee. Overall the interviews were successfully executed, with the Volunteer Coordinator leading the Space Interviews and the Community Events and Planning and Social and Political Advocacy team leading the Events interviews. Other exec members aided in the interview process when available as well. We are happy to have two strong teams of volunteers ready to tackle the year in their respective roles.

Other than hiring, we have been largely conducting housekeeping and year planning tasks to prepare for the year. All the executive members have submitted Year Plans and we have been combining those into a schedule and detailed plan for the year. In doing this we have accomplished a few tasks. We have, once again, established our donation relationship with gc2b, assuring our binder program will continue in the 2018-19 academic year. We have begun reorganizing our book library to make it more accessible by adding Trigger warnings and an easier checkout system. Another focus has been on Welcome Week, organizing when and in what capacity WGEN will be present during WW events. We have solidified a collaboration with the MSU Maroons to promote consent culture as well as being invited to have booths/tables at Monday Night Lights, the Friday concert, and the Wellness Fair. We will also be helping to facilitate an guest speaker event focusing on Consent Culture and supporting Survivors. We have also begun planning a collaboration event for OPIRG's Making Connections week, as well as planning our own opening event for the end of September.

Lastly, we have begun planning our Training Weekend for September, which involves collaborating with all the other MSU peer support services as well as the TRRA. So far we have an outline of the weekend and what we want covered, and will have to soon focus on filling that outline with content.

A challenge remains my absence from the province, making communications meetings and completing tasks somewhat difficult. I think the executive team is well adjusted to it at this point and has handled their roles very well. As well I will be returning to the province on August 19th.

YEAR PLAN
MSU *SCSN Director*
Rohan Lohana
2017-2018
(July 24, 2018)
Revised: Aug 13, 2018



OFFICE OF THE *Vice President - Administration*

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.

Rought (Tentative) Calendar (calendar and checklist)

May	- Exec Hiring
June	
July	- Event Planning with AWWCA & Frontier College - Exec Training
August	- Planning strategies for hiring Community Connectors -
September	- Hiring - Community Connector -
October	- Discover Your City - Hamilton Version - Safe Cycling Campaign
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	-
April	- Transition Reports for incoming execs

AUGUST

AUGUST	
Service Goal/Objective	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"> - AWWCA (Ainsle Wood Westdale Community Association) - SOCS - VP Municipal Affairs
Service Goal/Objective	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:	Frontier College OPRIG Empowerment Squared VP Municipal Affairs AVP Municipal Affairs
Personal Goal	Getting started to work with off-campus groups earlier in the year to ensure that the events run smooth & the campaigns are planned diligently.

SEPTEMBER	
Service Goal/Objective	Community Connector Hiring Campaign
Why:	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.
Difficulties:	<ul style="list-style-type: none"> - Promoting at the right time - Come up with novel ideas to promote the position - Modifying the role of the community connectors to ensure that the targeted audience know what the role entails.
Partners:	<ul style="list-style-type: none"> - Underground - Maroons - Reslife - Welcome Week Reps
Personal Goal	Ensure that volunteers are hired by the end of the September to kickstart the school year with a bang.

OCTOBER	
Service Goal/Objective	Increase student involvement in the Municipal Elections
Why:	It is crucial to educate McMaster students regarding the municipal elections since McMaster comes under Ward 1, and it is necessary to provide information regarding the candidates that are running for the election, and how their stance towards McMaster and Hamilton in general can affect the day-to-day student life.
Difficulties:	<ul style="list-style-type: none"> - Maximizing student outreach and making sure that they vote - Coming up with novel ways to promote the election, since social media is not enough to reach out to entire student audience
Partners:	<ul style="list-style-type: none"> - Maroons - Elections Committee

	<ul style="list-style-type: none"> - DRO, CRO, - BoD
Service Goal/Objective	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"> - Bringing information to the students rather than only posting it online. It can be done by by providing various incentives throughout the campaign such as providing free light, reflectors and informative pamphlets.
Partners:	SOCS Maroons MSU Macyle
Personal Goal	Learn and explore the neighborhood communities around the McMaster Campus.

NOVEMBER

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

Service Goal/Objective	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"> - Rezlife - SOCS - Maroons

DECEMBER	
Service Goal/Objective	Mental Health Awareness
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"> - 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
Partners:	<ul style="list-style-type: none"> - Maroons - MSU SHEC - MSU SWHAT
Personal Goal	Providing a safety hub for McMaster Students to destress

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

FEBRUARY	
Service Goal/Objective	Tenant Rights Campaign
Why:	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.
Difficulties:	<ul style="list-style-type: none"> - Translating technical content into student friendly pamphlets - Reaching out to the first years and making sure that the message is conveyed.
Partners:	<ul style="list-style-type: none"> - SOCS - Rezlife - FYC - Spark
Personal Goal	

	Students gain sufficient knowledge to know their lease and rights, and they're able to make right & mindful decisions regarding their living choices
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MARCH	
Service Goal/Objective	Hamilton Local Art Showcase
Why:	The showcase is aimed to shed light on local Hamilton talent, whether it is local singers, food shops or paintings. Not a lot of students (specifically off campus audience) take time out of their day to explore Hamilton. This way, local Hamilton will be brought to Mac.
Difficulties:	<ul style="list-style-type: none"> - Getting/hiring talent that understands the value of student connection with the city - Timeline of the event, since it will be heavily based on off campus vendors, lots of leeway room needs to be provided. - Getting a large enough space to showcase local art and music at the same time. (MUSC Atrium?) - Work with hospitality services/BoD to allow the Hamilton Food stalls at McMaster
Partners:	<ul style="list-style-type: none"> - Maroons - Mac Opera - Off Campus Vendors (TBA)
Personal Goal	Brining Hamilton to McMaster, and show that the city is more than just what people see in the outskirts of Westdale and Main Street

APRIL	
Service Goal/Objective	Transition SCSN Coordinator for 2019-2020
Why:	As a part of the job, I have to ensure effective transitioning for SCSN coordinator by giving a thorough understanding the values of connection of Hamilton with the McMaster Community, what the service has tried and done in the past and recommendations moving forward
Difficulties:	<ul style="list-style-type: none"> - April is one of the busiest months of the year – finding time for effective transition
Partners:	<ul style="list-style-type: none"> - BoD – VP Education, VP Admin - SCSN Coordinator

Personal Goal	Hire perfect candidate for the job.
Service Goal/Objective	Transitioning of the outgoing SCSN executives
Why:	<ul style="list-style-type: none"> - A team is as good as its leader. As a leader, it is important to leave proper guidelines for the incoming execs and ensure that the all the do's and don'ts' are mentioned in the transition report.
Difficulties:	<ul style="list-style-type: none"> - Making sure the transition reports covers all the vital information about each and every minutes - Ensuring the reports are done in timely manner
Partners:	<ul style="list-style-type: none"> - SCSN Execs - SCSN Director
Personal Goal	Create a perfect, easy to follow transition report for the incoming executive team

Long-term planning

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"> - Give different perspective on the event planning - SCSN get to represent more than a voice of a "execs" - Better event execution - Change in the outlook of a team
Partners	<ul style="list-style-type: none"> - McMaster Students - MSU - FYC - Spark - Rezlife



REPORT

From the office of the...

WGEN Coordinator

SERVICE USAGE

Physical Space

The physical space is closed during the summer so we have had no usage in that regard. The space will reopen in early September.

Resources

We have given out some menstrual products, and a binder since our last update. This is done when people reach out to us by email or through our Facebook page asking to access our resources. We expect usage to go up during the school year.

Social Media

During the summer we haven't had much to post about but have tried to update our followers on other events and things happening with groups like the Equity and Inclusion office, and other community events on our Twitter account. We are planning on launching an Instagram for Welcome Week and hope this boosts our Social Media following and usage. Once the year begins we hop to have more consistent posts on all our social media platforms so as to keep momentum going on interaction.

Events and Programming

We do not run events or programs during the summer so have no usage in that regard. Events and programs will resume in early September.

PAST EVENTS, PROJECTS & ACTIVITIES

No events have been carried out since the last report

UPCOMING EVENTS, PROJECTS & ACTIVITIES

We have advanced our planning of the three events mentioned in our last report. The Maroons Collaboration will be taking place during the Wellness fair, in which students will enter their name into a draw for all the stations activities completed, with ours being one of those stations. Our activity involves having a discussion about consent and then writing and consent related messages on our blackboard to have their photos taken. This is being held on August 30th. We have tentatively set our own opening event for September 20th and it will be a feminist trivia night. Finally we have begun making a presentation for the OPIRG collaboration set to happen on September 26th from 1-2pm during Making Connections week. The presentation will be a diversity and inclusivity workshop specifically catering to the university context.

BUDGET

I was mistaken in my previous report when I said we had spent 310\$ from our Promotions budget line. A charge I thought was 200\$ was actually 75\$ and so we have actually only spent 180\$, and since the last report have not made any other purchases. There was, however, a mix up with WGEN's previous PTM and a charge that has been credited to my budget. What has happened is a charge meant to be on the 2017-2018



REPORT

From the office of the...

WGEN Coordinator

budget has been charged to the 2018-2019 budget because the order for goods was not processed through the Underground until June 19th. The charge is approximately 420\$ and has been charged to my Volunteer Appreciation budget line. The goods, are of no use to this years team, as they are clothing items for last years executive members. I have asked if the charge could be removed but because the 2017-2018 budget is closed, I have been told that isn't possible. I have requested that my Volunteer Appreciation budget be increased by the amount of the invoice in question so it does not harm my ability to appreciate the executive team and the volunteer teams this year. With 750\$ allocated for appreciation this year, if not adjusted for, this will cut that budget more than half.

Lastly, I have gotten tentative approval from the VP finance to spend Depreciation funding on some updated furniture and storage for the Space. I have submitted the PO and am awaiting approval to make the official order.

VOLUNTEERS

The executive team has been functioning very well, especially considering my absence from the province. Many of them have taken initiative to complete tasks and make headway on projects without prompt and are completed things with high quality. The hiring process was very stressful, but I believe they all did a wonderful job in working together and making them run smoothly

As for our newly hired Volunteer teams, we have hired 30 Safe(r) Space Volunteers and 7 Events Committee Volunteers. We will likely not hold a second round for the Events team as 7 is approximately the number we would aim for in this role. However, we will be holding a second round for Safe(r) SPace as we would like to have approximately 10 more volunteers. This will likely be held between August 26th and September 9th. We plan to make Facebook groups for both of these teams in order to communicate.

Once the year begins I hope to host volunteer appreciation events during each term for all volunteers as well as offering additional appreciation to volunteers who go above and beyond their roles. These will apply to executive members and our volunteer teams.

CURRENT CHALLENGES

The main challenges we have been facing has been communication and organization, particularly in regards to Welcome week. This challenge is partially related to my physical absence, making meetings, consultations, and generally getting tasks done difficult, but is also generally related to the stress all campus partners have regarding Welcome Week, and the immense amounts of tasks needed to get done, emails needing to get answered and events to plan. This has made it so some consultations were hard to book, events fell slightly behind in the planning process, or meetings were particularly stressful. But overall, things are still moving along and getting done and so I think we have done a fair job at coping with these barriers and addressing problems as they arise.



REPORT

From the office of the...

WGEN Coordinator

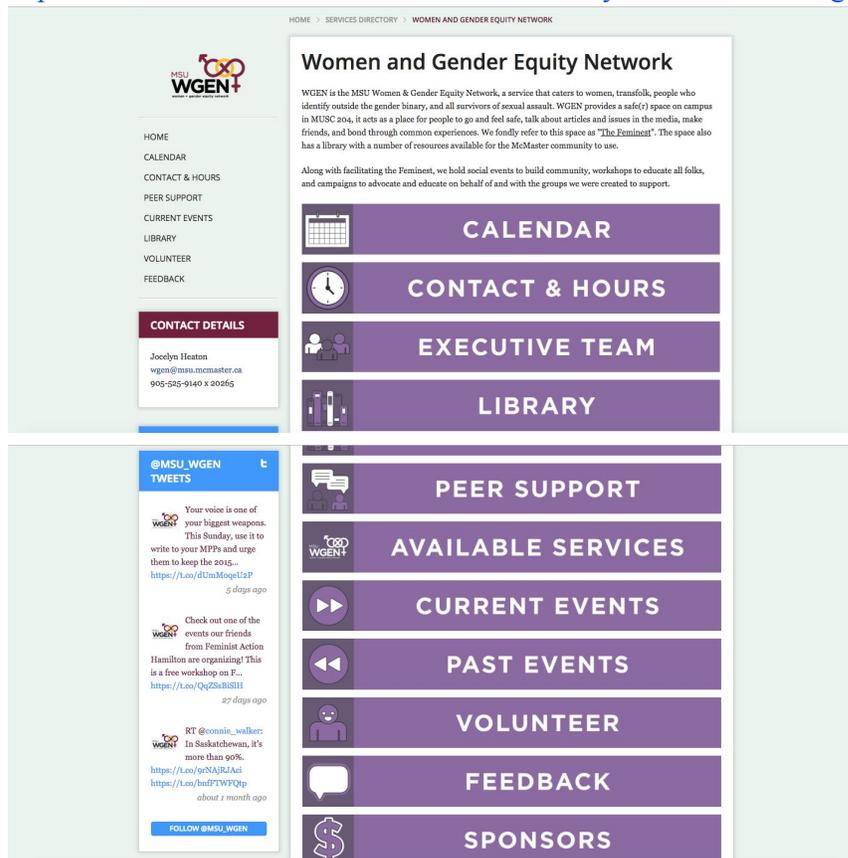
SUCCESSSES

I am extremely happy with my executive team and the tasks they have been completing over the summer. From large tasks like hiring volunteers and updating the website, to smaller things like planning events in advance, or attending tabling events at Horizons SuccessFest, every member of the executive team has put in solid efforts to get our service up and running on the right foot. I want to specifically mention the hiring tasks as the Volunteer Coordinator, the Community Events and Planning and Social and Political Advocacy teams collectively interviewed all qualified candidates and hired a combined total of 37 volunteers, with another round of hiring still to come. This was no easy task and they were able to complete it largely without obstacles. I am very proud of the volunteer team we have made for the year and look forward to working with all of them.

OTHER

I wanted to share some images of our updated website which has been completed by the Promotions executives. I think the new design is much more accessible and easier to navigate. Feel free to also explore the new site here:

<https://www.msumcmaster.ca/services-directory/46-women-and-gender-equity-network>





MEMO

From the office of the...

Vice-President (Finance) & CFO

TO: Executive Board
FROM: The Wage Review Committee (Scott Robinson, Maddison Hampel, Tasneem Warwani)
SUBJECT: TwelvEighty & The Grind Promotions Coordinator wage
DATE: August 9, 2018

Dear Executive Board,

The Wage Review Committee has met and assigned a wage for the TwelvEighty & The Grind Promotion Coordinator position that was approved last EB meeting (July 31, 2018). After scoring the position, the committee assigned B3, \$146.50 per week (8-10 hours per week).

If you have any questions or concerns, do not hesitate to contact any member of the Wage Review Committee.

Scott Robinson

Vice President (Finance)

vpfinance@msu.mcmaster.ca

Maddison Hampel

Operations Coordinator

ops@msu.mcmaster.ca

Tasneem Warwani

Executive Board Member – SRA Arts & Science

sraartsci@msu.mcmaster.ca



MEMO

From the office of the...

Vice-President (Finance) & CFO

TO: Student Representative Assembly
FROM: Vice President (Finance)
SUBJECT: Capital Allocation - Electrical in Event Centre
DATE: August 9, 2018

Dear Executive Board,

Following the renovation of the TwelvEighty event centre, which included new flooring and the demolition of the old stage, we have become aware of a final cost which is necessary for the space. In the old stage, there was a lot of wiring and electrical outlets wired directly into the stage. During the demolition process, these outlets were removed. In order to run club nights, concerts and similar events, our Campus Events Technical Coordinator and AVTEK manager Anthony Scime has advised me that we must reinstall these electrical outlets to power the audio system. We have consulted with Facility Services, who has quoted us on an appropriate price and timeline.

Project scope:

- Install eight L14-30R receptacles with appropriate double-pole 30amp breakers.
- Install additional L14-30R and 5-15R plugs within the breaker spaces.
- Replacing underrated breakers with appropriate breakers in the current system to ensure the safety of staff and equipment.

Project Budget:

Material:	\$1,363.19
Labour:	\$1,200.00
Project Management Fees:	\$87.66
Contingency:	\$256.32
HST:	\$99.43
TOTAL Estimated Cost:	\$3,006.60

Total Requested Capital Funds to ensure overages without additional process:
\$3,450.00

Although I am away this week, Anthony has made himself available to answer any questions you have in regards to this project. His email is eventstech@msu.mcmaster.ca

Sincerely,

Scott Robinson
Vice President (Finance)
vpfinance@msu.mcmaster.ca

McMaster University
Department of Facility Services
Campus Services Building
1280 Main Street West
Hamilton, Ontario L8S 4M3

REQUEST FOR ESTIMATE

DATE: July 30, 2018

REFERENCE #23302

TO: Anthony Scime

Estimator: 1

Estimate to install receptacles as per site visit

Material	\$ 1,363.19
Labour	\$ 1,200.00
<u>Estimated Construction Cost</u>	<u>\$ 2,563.19</u>
Project Management Fees	\$ 87.66
Contingency	\$ 256.32
HST	<u>\$ 99.43</u>
<u>Total Estimated Cost</u>	\$ 3,006.60

This is a budget cost only all work will be performed on a time and material basis