



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-09
Date & Time: Thursday, September 13, 2018
11:30 a.m.
Place: MSU Boardroom, MUSC 201

Items:

1)	Adopt Agenda	
2)	Adopt Minutes – EB 18-07, EB 18-08	
3)	Diversity Services Report	Mijia Murong
4)	EFRT Report	Samantha Aung
5)	Food Collective Centre Report	Hannah Philip
6)	Shinerama Report – Final	Lauren Liu
7)	Organizational Updates	McGowan
8)	WWFS Coordinator Job Description	Epifano
9)		
10)		
11)		

Objectives

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

Motions

8. **Moved** by Epifano, **seconded** by _____ that the Executive Board approve the changes to the Welcome Week Faculty Societies Coordinator job description, effective November 1st, 2018.

Executive Board Meeting 18-09
Thursday, September 13, 2018 @ 11:30am
MSU Boardroom, MUSC room 201

Called to Order 11:33am

Present Bertolo, Epifano, Farah, Florean, Hackett, MacLean, Robinson, Roshan, Warwani

Late

Absent

Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), S. Figueiredo (AVP (Services)), Lauren Liu (Shinerama Coordinator), Josh Marando (WWFS Coordinator), Hannah Phillip (Food Collective Centre Director), Mijia Murong (Diversity Services Director)

1. Adopt Agenda

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

Amendments

- Epifano – Strike “Organizational Update”
- Epifano – Add “Sponsorship & Donations Recommendations”

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

Passes Unanimously

2. Adopt Minutes

Moved by Robinson, **seconded** by Florean to adopt the minutes from Executive Board meetings 18-07 – August 14, 2018, and 18-08 – September 6, 2018, as circulated.

Passes Unanimously

3. Shinerama Report – Lauren Liu presented

- Liu summarized the report.

Questions

- Florean asked what barriers Liu was aware of now. Liu responded that Shinerama was now its own rep team. They explained that some members of the shine team felt attacked by other teams on shine day. Liu stated that it was also a fact that sending out a lot of people to fundraise and not all of them are attached to the cause and want to be there. Liu stated that they would like to get more feedback first and put together specific details on how the week and events were run.
- Farah asked if Liu was planning on putting a survey out this year. Liu responded that they were going to do that by reaching out to the contacts that they already have. Wooder added that if they wanted to do a mass survey the MSU would have to do a freedom of information request. He stated that the MSU can just create the survey on the website and advertise through MSU channels.
- Robinson asked if Shinerama did SSC training this year. Liu responded that they did.
- Robinson asked if they saw value in that training for what it taught Shinerama versus what they did. Liu responded that it helped for being a rep in general. Liu stated that it would have been helpful if SSC threw in ‘What is Shinerama’ and fundraising training.
- Roshan stated that in the future the team should consider the type of impact they have socially on where they choose to fundraise, such as going to Barton, as it might create a negative relationship between McMaster and the inner city. Liu stated that this was something that the team thought about too late.

- Wooder congratulated Liu and the team on reaching the goal.

4. Food Collective Centre – Hannah Philip presented

- Philip summarized the report.

Questions

- Bertolo asked about the GSA and sharing resources, and what that meant. Philip responded that graduate students use the food bank and lockers of love.
- Epifano asked if Philip keeps stats on how many graduate students are using the service. Philip responded that the services has students fill out intake forms.
- Epifano stated that it would be interesting to see how many graduate students use the service, and if they could ask GSA for help. Philip responded that they have reached out to the GSA and that the association was willing to fundraise. Philip added that they thought it was about 10% of usage was from graduate students.

5. Diversity Services – Mijia Murong presented

- Murong summarized the report.

Questions

- Wooder stated that in the spirit of reconciliation, instead of creating a stand-alone they should perhaps focus on consultation from people on campus. Murong responded that they have been training reps about this and putting it in AOP training.
- Bertolo stated that last year's VP Education went to the CISSA meetings, and that this was something that they had hoped to do. Bertolo stated that they could let Murong know when the meetings are so that they collaborate.
- Roshan stated that they were happy that the services was doing future events on voluntourism, and that if Murong needed a connection that they could do it. Murong stated that they had a couple of ideas on how they want to do it and would like a campus wide push. Murong stated that they weren't sure how to address it.
- Florean asked Murong to give an update on the possibility of a research and training coordinator. Murong responded that it didn't make sense to bring in a training coordinator this year but was still interested in creating the position for next year. Epifano added that Diversity was going under a service review and the Services Committee will look into these items.

6. EFRT Report – report attached

- Epifano went over the report.

Questions

- Hackett asked if there was a feedback form at the end of the year, and if so could they have a question about how many volunteers/exec would be a rep for Welcome Week or be involved in EFRT. Hackett felt that students should be doing one or the other as being a rep was so much work. Marando stated that EFRT volunteers were supposed to choose on or the other. Epifano added that this didn't happen, but it could possibly be put in the job description. Farah stated that this was important as the Director might not be able to get alumni one year. Warwani stated that CAs can't rep for Welcome Week either, and that perhaps they should look into that model. Bertolo stated that there was worry that if they give students the option and they choose to rep, there won't be EFRT responders. Bertolo stated that this then further decreases the numbers. Robinson added that they weren't sure if the MSU should be making students chose and would rather have the responders take the week off and be able to respond the rest of the

year. Epifano stated that something they could do would be to make EFRT training the same day as Welcome Week training, and this makes them have to make a choice.

- Florean asked if EMTs being present at Homecoming weekend was a thing. Epifano responded that at the concert EFRT will be there, it will be similar to Welcome Week.
- Wooder reminded the Board that they could set conditions on terms of employment, and it wasn't out of their purview if a member of EFRT couldn't do 'x' and 'y'. Wooder added that if EFRT can't be properly staffed then it's an employment matter that needs to be looked into.

8. WWFS Coordinator Job Description

Moved by Epifano, **seconded** by Robinson that the Executive Board approve the changes to the Welcome Week Faculty Societies Coordinator job description, effective November 1st, 2018.

- Epifano went over the memo with the Board.
- Marando stated that a challenge set out was the expectation of working in January when the start date was February 1. Marando stated that in terms of transition the expectations weren't outlined, and proper wages were not given.
- Epifano stated that a new section was added last year, but a wage review wasn't done.

Vote on Motion

Passes Unanimously

9. Sponsorship & Donations Recommendations

Moved by Robinson, **seconded** by Hackett to approve the following recommendations from the Sponsorship & Donations Committee:

- Donation of \$90 to Jackie Phung
- Donation of \$250 to Filip Sakic

- Robinson went over the memo and the purpose of the Committee.

Vote on Motion

Passes Unanimously

10. Information and Questions

- Wooder announced that HoCo expo was tomorrow, with the Street Fest happening on Saturday.
- Epifano reported that in October SRA meetings will be livestreamed through Facebook. She explained that they will be making separate Facebook pages for the SRA.
- Hackett asked about Shinerama's raised amount and if there was an overhead fee. Robinson responded that a lot of the overhead is the investment made into Shinerama and there will be some costs reduced from the money raised.
- MacLean announced that the Science caucus has office hours with MSS.
- Farah announced that she will be meeting with Hamilton Policy Services and will get any answers to questions about HoCo.
- Florean asked if there will be an increase in hours for SWHAT to be proactive for safety or just usual hours. Farah responded that the hours will be staying the same but will be promoted more.

- Florean asked if SWHAT will be getting more volunteers. Epifano responded that she could follow up to see how the services was going. She explained that they won't be increasing the hours for SWHAT but could look at volunteer schedules.
- Bertolo announced that 'textbook broke' was happening and asked everyone to please promote. She explained that it was a smaller campaign this year but very successful. Bertolo stated that she has been having further discussions with OUSA about the Freedom of Speech edict and if they will be taking a stance.
- Warwani announced that there was an online 'letter of support' to adopt open education resources.
- Robinson reported that the Roy Woods concert was sold out. He announced that the TwelvEighty opening was received positively, and that they will be hiring for a promo coordinator soon. Robinson stated that a photo for the SAB ground breaking was scheduled for tomorrow.
- Robinson asked MacLean about his quote in the newspaper and how it happened. MacLean responded that he was reached out to about the incident and told them what happened. MacLean explained that their housemates wanted to remain anonymous.
- Hackett brought up that at TwelvEighty that some servers seemed stressed and said that some had quit, and that training during the first week was a lot. Hackett asked if it was possible for people to get training earlier. Robinson responded that they will be looking at timelines to see if hiring in April was an effective process. Robinson added that training was rushed this year.

11. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Thursday, September 20, 2018
11:30am
MSU Boardroom, MUSC 201**

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

Passes by General Consent

Adjourned at 12:34pm

/vs



REPORT

From the office of the...

MSU Shinerama

TO: Members of the Executive Board
FROM: Lauren Liu
SUBJECT: MSU Shinerama Report #4
DATE: September 13, 2018

YEARPLAN UPDATE

We have made it through Welcome Week! And we have successfully raised over \$100,000 for Cystic Fibrosis Canada. These upcoming months, I plan to collect a lot of feedback about the service from the team, and from the other rep teams that were involved, as well as wrap up any administrative work that needs to be done for Cystic Fibrosis Canada for Shine Day. We will also be running a handful of small events from now until the end of the year, to continue to promote Shinerama on campus.

SERVICE USAGE

In the past month, the MSU Shinerama Facebook page has had a 125% increase in page views, a 1460% increase in video views, and a 138% increase in post engagements. We have also gained another 50 followers on Facebook, and more on Instagram. Shinerama events that were run throughout the week of welcome week had decent turnout and success, raising approximately \$100-\$200 with each event each day. This was a increase in daily fundraising in comparison to last year. We also received positive feedback from our online awareness campaign, and our sidewalk chalk event.

PAST EVENTS, PROJECTS & ACTIVITIES

Shine Week/Shine Day!

During Welcome Week, we ran a range of fundraising events.

Piggy Painting

- This event was not super successful, but was still able to raise ~\$50.00, and was nice during the two move-in days for parents and incoming first years

Polaroids/Swag Sales

- Polaroids were super successful. We also did profile pictures for donations. These two combined raised about \$500.00
- Swag sales were not super successful, we used leftover swag at the sidewalk sale

Shine Taxi

- Shine Taxi was very successful this year! We raised over \$100.00 each of the two move-in days, and had a great opportunity to inform parents/incoming first years about the cause

Awareness Games & Chalk Drawing

- The chalk drawings were a really great awareness piece. We noticed many people on campus stopped to read a few facts throughout the day, and saw people taking photos of the facts. There were a few people that came up to our team as well, to let us know that they appreciated

Shine Day Briefings

- On our down time, we held 2 major briefing sessions for our general reps, to adjust to the new responsibilities of the Shine Connector role, and to prepare for Shine Day. Based on feedback received so far, they were very helpful sessions, although they could use some fine-tuning

Residence Showcase @ Mary Keyes

- We participated in the Residence Showcase at MK on the Tuesday of WW. It was great to meet some first years in residence and to raise awareness for the service.

Shineapple

- This was not a very successful event, but we were able to use the pineapples as trophies for Shine Cup.

Bling Bling

- Bling Bling is a longstanding tradition for Shinerama and at McMaster. It seems that there are a number of opinions surrounding Bling Bling that I'd like to address when collecting feedback from the other rep teams. Regardless, we still raised over \$500 from Bling Bling participation.

Community Shining

- This year I sent out my team to do a mini shine day during Welcome Week. We collected about \$200 as a team in 4 hours

Shine Café @ The Grind

- This was a nice collaboration event with The Grind, who agreed to donate 15% of the day's sales to Shinerama. We really appreciated their participation, and it was a great opportunity to promote both The Grind, and Shinerama

Shine Dodgeball Tournament

- The dodgeball tournament was a great parallel program, and there was a great turnout to our event! It is definitely something to consider running again in future years

Attending non-Shine Events:

Faculty Fusion & MacConnector

PJ Parade

We have found that attending non-Shine events has been extremely helpful in increasing our presence on campus, and connecting with first years, especially since we have become a larger rep team last year. I would like to discuss more about this at a later date, either with all of EB, or with Kristina.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

We are hoping to host a Bottle Drive after HOCO, and a few more online events/contests to fundraise a little more before wrapping up our campaign.

A lovely volunteer is donating his unopened XBOX as a prize/raffle to go towards Shine. We will also be raffling off the piggy that was painted throughout welcome week by the first years, along with an awareness piece.

Next steps include completing transition reports and hiring next year's coordinator. I would like to do this early, to be able to schedule transition meetings early with the incoming coordinator, to discuss my experience with them, as well as the experiences of the other execs on the team.

BUDGET

Shine Day Buses: \$2847.60
Shine Day Pizzas: \$1270.00
Shine Day AVTEC: \$840.00
WW Printing UG: ~\$500.00
All from 6301-0122

Total Raised so far: \$103,849.66

VOLUNTEERS

There have been a few challenges with the volunteers, but also successes. The volunteers were very engaged during WW in comparison to the summer. I think this is something we should address in the future, and should be aware of. The volunteers are in the process of returning a thorough feedback form to me about their experience. I've included a portion for returning reps to also address the changes that were made between this year's and last year's campaign to see what worked and what didn't.

Otherwise, the volunteers have bonded and have gotten very close since WW, which makes me super happy. We have a team Snapchat group, and everyone has been providing input on future bonding events. We will be hosting either a bowling or a movie night sometime this month for volunteer appreciation.

CURRENT CHALLENGES

I would like to request to have one more meeting with EB, in about a month or so. I am in the process of collecting thorough feedback, both from my team, and from the other rep teams that were involved with Shinerama regarding Shine Day, Welcome Week, internal organization of the service. I'm unsure if some of the situations that we ran into were things that previous years have experienced as well, and feel that it would be beneficial to discuss some of the concerns from members on my team, and from members on other teams that have shared their feedback with me. I have a few meetings coming up in the next couple weeks with faculty teams to be able to thoroughly discuss and get feedback on their experience, as well as to bring up some issues that came up throughout the week last week, and feel that it would be beneficial to discuss with EB (or with a portion of EB).

SUCCESSSES

WE RAISED OVER \$103,000, with more to come! We beat Laurier online, despite having an earlier Shine Day date!

OTHER

N/A



REPORT

From the office of the...

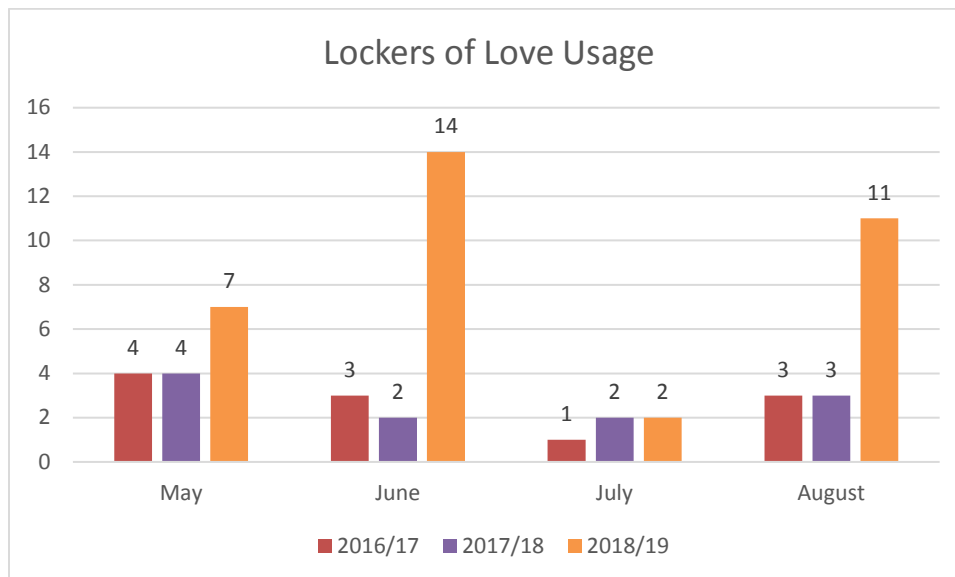
MSU Food Collective Centre Director

TO: Members of the Executive Board
FROM: Hannah Philip
SUBJECT: Food Collective Centre #3
DATE: August 11th, 2018

YEARPLAN UPDATE

This past month we have finalized the Good Food Box ordering system and set up surveys for the full year. We've also hired and trained volunteers and set up a schedule for Food Collective Centre shifts. We've also come to an agreement on the logistics of Second Course with Hospitality Services to occur once a month beginning in October.

SERVICE USAGE



After last month's lower usage, we've bounced back to double digits for our lockers of love usage and with more promotions and a specific Lockers of Love promo package on the way, I predict that we'll have even higher numbers as the year progresses

PAST EVENTS, PROJECTS & ACTIVITIES

For Welcome Week we had a Freezie giveaway, only bought a little over a 100 Freezies so we ran out pretty quickly especially because there was a heat warning that day, but we were still able to interact with some first years, and directed some of them to like our Facebook page. Definitely will suggest buying a lot more Freezies and directing people to us instead of going to them for next Welcome Week, but I'm glad to be able to have some level of interaction during Welcome Week.

Visited 2 Residences during Welcome Week. We gave a chill talk to first year in Edwards and told them about our space and programming. Went to Whidden and was able to judge a cooking competition, it was a lot of fun, and was able to chat in greater detail about our space, events and general programming. I'd love to be able to increase the level of presence in Welcome Week for next year to reach first years and offer options and resources to students who may need it.

Clubs fest was great! We were located right behind the Timmies line so we were able to chat with a ton of folks on their way to buy coffee. We had a lot of traffic and a lot of interested folks who wanted to know more about us.

Grad Resource fair was also a great success. Were able to re-connect with the Grad society who had worked with us many years prior and are planning ways to reach out to grad students as well. The idea of a Good Food Box in particular was very well received.

Our first exec meeting and training went fantastic! We officially have a one hour meeting time where everyone can make it!!

UPCOMING EVENTS, PROJECTS & ACTIVITIES

FCC Grand Re-opening is this Thursday! It'll be a low-key event mostly due to the lack of space, but we hope to have a lot of traffic into our space and get the word out there that we exist!

We'll have balloons, tea and popcorn and a prize to a local Hamilton business that shares our values of Good Food, the Mustard Seed Coop.

Good Food Box! Now with Delivery! Our Good Food Box orders are open!! We're trying out a new system this year where I have more control over the back end of the orders. Last year we had some issues with seeing orders come in, I believe we've solved that issue and will be able to control the number of orders we receive.

We've already started planning for Trick or Eat, our largest campaign of the year which occurs on Halloween eve where we go out into the community and collect non-perishable items for both the Food Collective Centre and another food bank in the Hamilton area who needs more items. This way we can give back to our community and build stronger connections with deserving communities.

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6102-0318	Freezies for Welcome Week	
	TOTAL SPENT IN LINE	17.49
	REMAINING IN LINE	10409.78
6102-0318	60 boxes for Good Food Box	
	TOTAL SPENT IN LINE	290.70
	REMAINING IN LINE	10392.29
6102-0318	Clubsfest Registration	
	TOTAL SPENT IN LINE	20.00
	REMAINING IN LINE	10372.29
6501-0318	500 Brochures	
	TOTAL SPENT IN LINE	355.00
	REMAINING IN LINE	1885
6501-0318	New Service Pull up Banner	
	TOTAL SPENT IN LINE	210.00
	REMAINING IN LINE	1675
6501-0318	Promo package for Grand-Reopening	
	TOTAL SPENT IN LINE	200.00
	REMAINING IN LINE	1475
6501-0318	500 Stickers for Service Promo	
	TOTAL SPENT IN LINE	153.00
	REMAINING IN LINE	1322

We've spent a lot this past month, most of it on promo materials that were needed due to our re-branding! We've also set up for Good Food Box and bought Freezies to distribute during Welcome Week. We have \$10,372.29 remaining in Annual Campaigns and \$1322 remaining in Advertising and Promotions.

VOLUNTEERS

Volunteer training was this last weekend! We have a lot of keen faces and our FCC shifts will begin regular hours the day after our Grand Re-opening which is this Thursday September 13th!

CURRENT CHALLENGES

Right now things seem to be smooth sailing, we have the regular issues of communications with our partners but it's mostly just a waiting game. We also are worried about our post scheduling, we want to talk about everything, but we also don't want to bore or inundate our facebook feed with too much information so we're developing a schedule that highlights what we need to highlight and when.

SUCSESSES

Good Food Box orders are Good to Go!

Volunteers are keen and ready to roll

We officially have a meeting time for all exec!!!! One person has to skype in but we're all together in spirit and we can actually share info and perspectives so that all of our events and everything we produce is a group effort and reflects the various strengths that everyone brings to the table.



REPORT

From the office of the...

Diversity Services Director

TO: Members of the Executive Board
FROM: Mijia Murong
SUBJECT: [MSU Diversity Services] Report [3]
DATE: [September 13, 2018]

YEARPLAN UPDATE

In the past 2 months, the service has expanded from a 2-person team to a 9-person family! We have hired and trained the execs, and as a team we have spent some time thinking and discussing our vision for the upcoming year.

With Mac transitioning from summer to fall-semester, Diversity Services engaged with Welcome Week reps and first years through the provision of AOP training, tabling at Club Fest, and advising welcome week programming. Although our engagement so far has been mostly what internal (i.e. we have yet to put out programming directed towards the broader McMaster community), we hope that the execs will change that with event planning and social political advocacy efforts within the next month.

SERVICE USAGE

We provided AOP to 300+ students over the past 2 months, including Horizons, rep-teams, RORs, ROAs and Spark.

After putting out exec hiring material, engagement with the services' Facebook posts escalated. Since August, exec hiring promotional material have been engaged with ~1000 times (clicks and reactions).

At club fest, 50 new students signed up for our mailing list and approximately 150 rave cards were given away.

We also opened up bridges; so far 1 student society has used the event-space to host a "Buddy night." We also have 10+ events lined up at bridges in the upcoming months.

PAST EVENTS, PROJECTS & ACTIVITIES

We hosted a meeting with Inter-Faith Council and made plans for interesting events with a faith-based focus.

We completed the Anti-Disruption Guideline commentary, and sent it off to the student.

We adapted creative new approaches to AOP training. We adapted problem-based and flipped-classroom philosophies of teaching the material when training MSU staff that are all-to-familiar with lecture based AOP (folks who have received the training multiple times, like Diversity Services Execs and ROAs). In these instances, we focused on coming up with new scenarios and asking “what would you do?”, or assigned nuanced concepts like “neuronormativity” and “Color-Blind racism” to students and asked them to research these terms and bring their findings to our training session.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

In the next month, we are looking to explore the topic of Voluntourism. Many students returning to campus spent their summer abroad, and inevitably some were volunteering with NGOs with a voluntourism focus. Furthermore, campus clubs that take a non-critical approach to the idea of “volunteering abroad” are promoting opportunities through club fest, MUSC tabling, and class visits. We’ve been approached by multiple students disclosing that these events make them feel frustrated and uncomfortable. We are currently looking into potential programming to address this issue, including: circulating resources, posting a statement condemning voluntourism, collaborating with faculty to host a panel discussion, etc. The goal is to change the culture at McMaster such that students rethink the intent vs impact of their volunteering efforts, and learn to center the voices and well-being of marginalized, colonized, or oppressed communities when they volunteer.

We are also planning a coffeehouse in bridges that will likely take place sometime in October. This event will hopefully introduce more students to the service, and also be an opportunity for us to engage with cultural and religious clubs on campus. The idea of a coffee house was further explored at the IFC meeting, and the spiritual and faith-based organizations on campus all expressed interest in such an event.

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6804-0317	Exec Appreciation Lunch	82.66
	TOTAL SPENT IN LINE	82.66
	REMAINING IN LINE	317.34
6103-0317	Pangaea Tabling	10
	TOTAL SPENT IN LINE	10
	REMAINING IN LINE	5990
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		
TOTAL ACTUAL DISCRETIONARY SPENDING		

VOLUNTEERS

N/A - Volunteers will be hired by the end of September.

CURRENT CHALLENGES

Looking for an Indigenous Affairs Executive continues to be a challenge. After receiving feedback from the Indigenous Affairs Executive from 2015-2016 term, we realized that the position is a tokenistic way of including the indigenous perspective into our programming. Since we are unable to mediate the dispute between indigenous groups on campus (nor is that our responsibility), and do not have the capacity to provide the Indigenous Affairs Executive with the support needed to navigate their role, we do not feel like we are in a position to hire for the position this year. Furthermore, having the “indigenous liaison” as a stand-alone role, outside of the “social political affairs committee” and “community events and planning committee” ultimately excludes the indigenous perspective from our regular programming and suggests that the other teams on our service do not have to have a wealth of knowledge in regards to indigenous affairs, which is simply not true. Instead, we hope to better integrate the indigenous perspective in our programming this year by providing in depth AOP training about concepts like decolonization and reconciliation, terminology when referring to indigenous peoples, and unpacking land acknowledgements and stating our personal positionality as settlers on this land, instead of simply reading the “script”.

The service has always had problems with volunteer and student engagement, and we anticipate that this year will be not exception. The exec team spent some time generating creative ideas for promotions and outreach - from tabling, to free give-a-ways, to ensuring that the language we use when discussing pertinent social issues is less academic and more accessible... I anticipate that the greatest challenge for this year is to promote Diversity Services as a service for EVERYONE, while making sure that we don't compromise the depth and nuance of our programming.

SUCCESSSES

Exec hiring was a success. Not only is the exec team passionate and excited about the work ahead, they are also actively critiquing the services' past programming and showing great interest in the services' review and rebranding processes. The team also expressed great interest about partaking in PACBIC as well as contributing to the writing of MSU policy papers. Overall, I think we hired a team that is interested in going beyond their job descriptions in order to help the service fulfill its potentials.

We also managed to hold our very first event in Bridges. Although Bridges took longer than previous years to open up, the Bridges Coordinator and I were able to make the right contacts and acquire the right training just in time to open up the space for the first student group that had booked us.

We've received feedback that students find our AOP training sessions interesting and engaging. After the Spark AOP, some students came up to us and asked about how they can be involved with the service. We've also made a strong effort to incorporate more nuanced discussions about colonization and indigenous people in our training- which is a change that students who have received previous iterations of AOP responded positively to.

OTHER

We are wondering about how the service evaluation process will unfold this year. There are a couple of things that I am interested in changing about the service, and it would be fantastic to have a supportive team helping us to collect data on our current outputs and better understand MSU students' perception of us.



REPORT

From the office of the...

EFRT Program Director

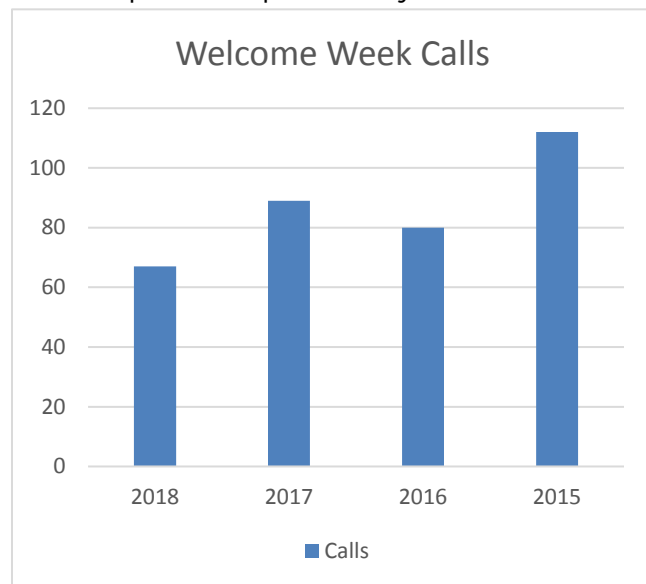
TO: Members of the Executive Board
FROM: Samantha Aung
SUBJECT: Emergency First Response Team Report 4
DATE: September 13th, 2018

YEARPLAN UPDATE

This report will look at updates related to the successes and challenges involved in training members for and responding during welcome week. In addition, looking forward at the year this report will outline some of the upcoming part of our year including the hiring of new team members!

SERVICE USAGE

With an important PR push we were able to have our emergency number in many faculty, residence, and off campus representatives' phones as well as the majority of first year phones as well. This push meant we had a high recognition rate across campus throughout welcome week as well as many individuals trained to know when to call, and what to do before an EFRT member arrived on scene. The below first graph is a comparison of call numbers from previous welcome weeks compared to previous years. Call numbers are lower than previous years. The concert night generated fewer calls than in previous years. We suspect this is a combination of factor including the performer as well we hope better alcohol education before the event. In addition, call types have been consistent from previous years with soft tissue and musculoskeletal injuries making up the highest call volume, alcohol and drug related calls making up the second largest call volume and other various call types rounding out the total call volume.



PAST EVENTS, PROJECTS & ACTIVITIES

Throughout welcome week, the EFRT provided a mobile hydration station with freezie/popsicle handouts for students in partnership with Campus Security. This helped promote our team’s social media presence with an increase of over 300 likes and 21% over increase in reach over the past month. This was a great way for responders to engage with students, especially first years, to let them know what our service does and when to call. We also have been working with the communications officer to create other videos for throughout the year to post on Facebook in conjunction with our New PR Days!

In preparation for welcome week responders were retrained. This provided some difficulties as discusses later but overall helped to refresh responders on our protocols and get them back into the swing of responding. This year we also continued our partnership with residence life and the student success center in training all reps and CAs in intoxication emergencies to help prepare them for welcome week.

As will be discussed in successes, we have had great feedback from responders with our new large event responding structure. Having more responders on call, helps to ease the pressure of a busy night and as a team we were more prepared and readier to respond resulting in a better experience for all those involved.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Our team applications close on the 13th at noon and the entire team is excited for the prospect of new team members. We have altered the application process this year to separate the first aid test from the interview to lessen the task of doing over 150 interviews. We have few applicants than expected thus far and will determine if this extra step deters candidates from applying in our considerations for applications next year. Planning for the applicant orientation process has been going well with many alumni coming back to teach and evaluate candidates. The addition of the assistant director to act as the head of the orientation process has provided beneficial to the executive team as we are better able to divide tasks and having one person in charge of the process helps with efficiency and decision making.

BUDGET

The below is based off of the July 2018 Statement

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
3271-0107	July Course Revenue	(4,500.00)
	TOTAL SPENT IN LINE	(16,095.00)
	REMAINING IN LINE	48,905.00
6803-0107	Red Cross Payments July	487.00
	TOTAL SPENT IN LINE	1,483.00
	REMAINING IN LINE	16,517.00
5315-0107	July Oxygen Order	268.67

TOTAL SPENT IN LINE	909.67
REMAINING IN LINE	9,090.33

Spending in the upcoming month will include the purchase of new event responding packs and welcome week equipment. It also includes the purchasing of a new scheduling software for the team.

A proposal for the new radios will be put together in upcoming month to be brought to the SRA as soon as possible. This as mentioned previously will help to increase communication and safety of responders and security. Alternatives to whole executive team radios are being explored with Spectrum Communications and Security to help to decrease costs.

VOLUNTEERS

All our volunteers are now trained and ready for the year! Responder retraining occurred in two portions with part before welcome week for those who were available as well as a later option for those who were unable to attend then. Our executive team has been working towards various initiatives for improving responder wellness and comfort throughout the term including getting pillow cases for each responder as a welcome back gift and to help bedtime hygiene, providing on call responders with snacks and meals when appropriate, keeping up maintenance of the bikes with a professional tune up before the year starts, and other various thing smaller initiatives.

CURRENT CHALLENGES

On current challenge that our executive team has been brainstorming solutions for the next year is that of welcome week responder retention. The beginning of the year always poses for a bit of a tight schedule due to the loss of more senior responders and the delay in hiring rookie responders. This year we particularly felt the strain as many responders were unable to respond during welcome week as their welcome week representative responsibilities overlapped with those of EFRT responder training. As training is mandatory to respond, we found that we had more responders as a part of our makeup training this year which meant that we had few responders taking on welcome week shifts than normal. For future years, determining a training plan before welcome week for reps may help to ease some of the shift so that people also have the opportunity to rep and respond as a part of EFRT.

SUCSESSES

As alluded to above, we had great feedback for our large event responding structure that was used for the welcome week concert. We are hoping to use the same structure for the upcoming homecoming concert night as well. The structure involved 2 campus teams and an event team staffing the event in addition to 2 executive members ready to provide additional assistance and a EFRT dispatcher. We were also able to work in Hamilton Paramedic Services on site with event which worked well for major calls that came in. This structure requires 12 responders to work effectively which can be difficult to find but we were able to pull alumni responders for the event which helped to staff all the

teams. We are working to incentivize these shifts with meals provided by the team as well to also help to increase recruitment. The new structure although seemingly excessive helps to increase responder wellness though having more breaks between calls, more access to resources and a smaller likelihood of responding alone.



JOB DESCRIPTION

Hourly Staff

Position Title: Welcome Week Faculty Societies Coordinator

Term of Office: ~~January~~February 1 to September 30

Supervisor: Vice President (Administration)

Remuneration: Under Review

Hours of Work: Under Review

General Scope of Duties

The Welcome Week Faculty Societies Coordinator will manage and support all Welcome Week faculty planners. The individual will work closely with the Campus Events Department and the Student Success Centre (SSC) to help coordinate the Faculty Societies during Welcome Week, including providing support for the planning of Faculty Day/Night, assisting in bookings and delivering training.

Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	40%	<ul style="list-style-type: none"> Assist Faculty Societies in any and all preparation leading to the execution of (but not limited to) Faculty Day, Faculty Night, Faculty Fair and Faculty Fusion
Programming & Events Planning Function	15%	<ul style="list-style-type: none"> Assisting the Campus Events Department and Student Success Centre with logistics of events under the direction of the Vice President Administration Assisting in logistics of Strategic Themes programming as assigned by the Vice President Administration
Financial & Budgeting Function	20%	<ul style="list-style-type: none"> Assist Faculty Societies in the purchasing/hiring of services needed for Faculty Day and Faculty Night Work with the VP (Finance) of the MSU to support Faculty Societies in the budgeting and management process leading up to Welcome Week and with the financial reporting following Welcome Week
Communications Function	15%	<ul style="list-style-type: none"> Organizing and facilitating regular meetings with Faculty Society Welcome Week planners Attend Welcome Week Planning and Implementation meetings with other stakeholders of Welcome Week <u>Attend Strategic Themes Advisory and Planning Committee meetings with other stakeholders of Welcome Week</u>

		<ul style="list-style-type: none"> ▪ Communicate frequently with Faculty Societies throughout the summer to ensure deadlines are being met ▪ Communicate with the Vice President Administration regarding the progress of Faculty-specific Welcome Week programming ▪ Communicate with members of the SSC for any planning and coordination items related to the Faculty Societies ▪ Assist in the yearly review process of Welcome Week ▪ <u>Communicate with the Residence Orientation Planner and Off-Campus Orientation Planner to coordinate planner trainings, and large scale Welcome Week programming</u>
Training Function	5%	<ul style="list-style-type: none"> ▪ Assist in developing and delivering necessary summer trainings for Faculty Society Planners (e.g. May Retreat) and/or reps ▪ Participate in the development of any trainings for Faculty Society Planners and Reps ▪ Assist the SSC in delivering training for Faculty Society Planners and Reps
Other	5%	<ul style="list-style-type: none"> ▪ Participate in any preparation and transition meetings ▪ Provide transition for incoming Welcome Week Faculty Societies Coordinator ▪ Participate in a performance evaluation process set out by the Vice President Administration ▪ Attend and be present for Welcome Week

Knowledge, Skills and Abilities

- Organization and time management skills
- Problem solving under stressful conditions
- Communication skills to consult with a variety of groups and individuals
- Faculty and/or general Welcome Week experience is an asset

Effort & Responsibility

- Demanding hours of work required preceding and during events
- Odd hours of work are common, requiring time commitments early in the morning, late in the evening, and in the daytime during Welcome Week
- Judgment required in event layout, volunteer organization and cost decisions
- Assisting in the organization and operation of multiple events
- Efforts to communicate with various groups that are partners in delivering Welcome Week
- During events, constant problem solving, and decisions must be made under stress and time constraints

Working Conditions

- Welcome Week activities are organized both indoors and outdoors in differing weather conditions
- Time demands may exceed stated hours of work
- Work is performed in a shared office space

Training and Experience

- An asset to have knowledge of MSU and Faculty events during Welcome Week and experience working with volunteers
- Training required in risk management

Equipment

- Use of shared computer and telephone resources and administrative support