



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-11
Date & Time: Thursday, September 27, 2018
11:30 a.m.
Place: MSU Boardroom, MUSC 201

Items:

1)	Adopt Agenda	
2)	Adopt Minutes – EB 18-09, EB 18-10	
3)	Maccess Report	Hilary Zorgdrager
4)	Maroons Report	Dan Lefrance
5)	PCC Report	Miranda Clayton
6)	SCSN Report	Rohan Lohana
7)	SHEC Report	Adrianna Mitchell
8)	Strike Fall Hiring Committees	Epifano
9)	Committee of the Whole - Services	Epifano
10)	Closed Session	Epifano
11)		

Objectives

- 1) Adopt Agenda
- 2) Adopt Minutes
- 3) Report
- 4) Report
- 5) Report
- 6) Discussion
- 7) Approval/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.a)** **Moved** by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the CLAY Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing CLAY Coordinator
- 8.b)** **Moved** by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the WWFC, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Welcome Week Faculty Societies Coordinator
- 8.c)** **Moved** by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the Horizons Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Horizons Coordinator
- 8.d)** **Moved** by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the MaCycle Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing MaCycle Coordinator

- 8.e)** **Moved** by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the Farmstand Director, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Farmstand Director
- 8.f)** **Moved** by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the Shinerama Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Shinerama Coordinator
- 9.** **Moved** by Epifano, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss the Services that presented the meeting before. (MAC Farmstand, Macademics, MACycle)

Executive Board Meeting 18-11
Thursday, September 27, 2018 @ 11:30am
MSU Boardroom, MUSC room 201

Called to Order 11:30am

Present Epifano, Farah, Hackett, Robinson, Roshan, Warwani
Late Florean
Absent Bertolo, MacLean
Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), Miranda Clayton (Pride Coordinator), Hilary Zorgdrager (Maccess Coordinator)

1. Adopt Agenda

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

Amendment

- Epifano – Add ‘Sponsorship & Donations Recommendations’

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

Passes Unanimously

Florean arrived at 11:31am

2. Adopt Minutes

Moved by Florean, **seconded** by Epifano to adopt the minutes from the Executive Board meetings 18-09 – September 13, 2018 and 18-10 – September 20, 2018, as circulated.

Passes Unanimously

3. Maccess Report – Hilary Zorgdrager presented

- Zorgdrager summarized the report.

4. PCC Report – Miranda Clayton presented

- Clayton summarized the report.

5. Maroons Report – report attached

- Epifano went over the report.

Questions

- Warwani asked if they were partnering with the Community for the pumpkin hike. Epifano responded that they are partnering with SCSN.
- Robinson stated that Campus Events put together an appreciation night for the Maroons and volunteers, but the communication wasn't done well so the event wasn't well attended. Robinson would like for them to look into why it wasn't communicated.

6. SCSN Report – report attached

- Epifano went over the report.

Questions

- Warwani asked if the PTM spoke to Epifano about their campaign for neighbourhood safety. Epifano stated that she hasn't but could get more details on it.
- Roshan asked why there was a struggle with executive retention. They stated that they usually see it with volunteers, but not exec and that it was concerning.

7. SHEC Report – report attached

- Epifano went over the report.

8. Strike Fall hiring committee

Moved by Epifano, **seconded** by Robinson to move motions 8.a to 8.f omnibus.

Passes Unanimously

Moved by Epifano, **seconded** by Warwani that Executive Board strike a hiring committee for the CLAY Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing CLAY Coordinator

Moved by Epifano, **seconded** by Warwani that Executive Board strike a hiring committee for the WWFC, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Welcome Week Faculty Societies Coordinator

Moved by Epifano, **seconded** by Warwani that Executive Board strike a hiring committee for the Horizons Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Horizons Coordinator

Moved by Epifano, **seconded** by Warwani that Executive Board strike a hiring committee for the MACycle Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing MACycle Coordinator

Moved by Epifano, **seconded** by Warwani that Executive Board strike a hiring committee for the Farmstand Director, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Farmstand Director

Moved by Epifano, **seconded** by Warwani that Executive Board strike a hiring committee for the Shinerama Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Shinerama Coordinator

Passes Unanimously

Hiring Committees

CLAY

- Warwani
- Hackett – alternate

SHINERAMA

- Robinson

- Roshan – alternate

MACycle

- Warwani
- Robinson – alternate

Horizons

- MacLean
- Roshan – alternate

WWFSC

Nominations

- Roshan
- Hackett

Candidate	Vote
Hackett	4
Roshan	2
Abstained	1

- Hackett won the election. Roshan will be alternate.

MAC Farmstand

- Florean
- Farah – alternate

9. Committee of the Whole

- The Board quickly discussed the usefulness of Committee of the Whole for Services before moving into it.

Moved by Epifano, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss the Services that presented the meeting before. (MAC Farmstand, Macademics, MACycle)

Motion Fails due to no seconder

10. Sponsorship & Donations Committee Recommendations

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

- \$250 donation to Dani Lake for their involvement with the Canadian Federation of Engineering Students.
- \$250 donation to Jocelyn Lee for their involvement with the Canadian Federation of Engineering Students.
- \$250 donation to Amanda Li for their trip to China as a Hamilton delegate through Global Vision.
- \$75 donation to Sonia Igboanugo for their trip to Ghana through the African Youth Governance Conference.
- \$75 donation to Gabriela Roberts for their trip to Ghana through the African Youth Governance Conference.
- \$75 donation to Marian Ali for their trip to Ghana through the African Youth Governance Conference.
- \$75 donation to Nicole Agyei-Odame for their trip to Ghana through the African Youth Governance Conference.
- \$75 donation to Noro Dakim for their trip to Ghana through the African Youth Governance Conference.

- \$75 donation to Olamide Egbewumi for their trip to Ghana through the African Youth Governance Conference.
- \$75 donation to Toyemi Opeoluwa-Calebs for their trip to Ghana through the African Youth Governance Conference.
- \$75 donation to Yosi Ladipo for their trip to Ghana through the African Youth Governance Conference.
- \$75 donation to Cherechi Emenogu for their trip to Ghana through the African Youth Governance Conference.
- \$75 donation to Foluso Ogunjmi for their trip to Ghana through the African Youth Governance Conference.

- Robinson went over the memo that was circulated.
- The Board went over the requirements of the Committee and would like to have more information about the requests in the memo.

Vote on Motion

Passes Unanimously

11. Closed Session

Moved by Epifano, **seconded** by Warwani that the Executive Board move into Closed Session.

Passes Unanimously

12. Return to Open Session

Information and Questions

- Wooder reported that they have finished comms training.
- Epifano announced that as of tomorrow they will be done doing the first round of one on ones with PTMs. Epifano reported that they have learned a lot of cool things about services by having these discussions. Epifano stated that Maccess has been doing a great job with collaborating with other services on campus, and that SHEC will be looking into changing the way the service offers pregnancy tests.
- Roshan announced that Health Sciences will be hosting an event next Thursday to get feedback on guidelines.
- Hackett stated that they will be giving out door hangers for MAC Votes and will need volunteers. Epifano suggested reaching out to the Maroons. Hackett added that they were waiting to hear back from SCSN.
- Warwani announced that they presented the budget submission to the University and they hope that some of the asks will be done.
- Robinson reported that the AVP (Finance) has been working on changes to the Sponsorship & Donations request forms. Robinson announced that they have hired the TwelvEighty Promotions Coordinator and the Underground Designer. Robinson stated that a clubs budget training workshop was held last Wednesday. Robinson announced that the timeline for online ticketing has been pushed back due to issues with the program and would like improvement.
- McGowan announced that everyone will see a lot of activity with SAB and Ath and Rec over the next few weeks.

13. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Thursday, October 4, 2018
11:30am**

MSU Boardroom, MUSC 201

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

Passes by General Consent

Adjourned at 1:05pm

/vs



REPORT

From the office of the...
Maccess Coordinator

TO: Members of the Executive Board
FROM: Hilary Zorgdrager
SUBJECT: Maccess Report 3
DATE: September 27th, 2019

YEAR PLAN UPDATE

The term is off to an excellent start as we have more volunteers than we have ever had before (and about 3x more than last year)! Hiring and training took slightly more time than anticipated, meaning we have pushed some community-focused events to later in the term. However, we are on track to run the rest as scheduled, including one this coming Friday.

SERVICE USAGE

Service usage has been way up from last year. We have almost run out of seating every day we have been open, with the exception of Fridays which historically have always been slower but still steady. Additionally, as we now have approximately 30 volunteers, we have been quite successful with just word-of-mouth outreach increasing our usage.

We were able to do some good outreach at the Wellness Fair during Welcome Week and have had a number of new regular service users in the space.

In the past week or so, we have found that a couple of space users arrive right as we open and by about 12PM we are usually at about 10+ service users until we close at 4:30PM. Due to how busy it has been, my executive team and I are considering opening the space earlier in the day (10:30AM).

PAST EVENTS, PROJECTS & ACTIVITIES

We ran our first event of the year (Disability Discussions: Navigating Higher-Ed with a Disability) last week on Tuesday September 17th in collaboration with the Equity and Inclusion Office. It was extremely successful with the room being at capacity (15) for the entire event. We had a number of students who had never heard of Maccess stop by as well and express an interest in continuing to use the space outside of Disability Discussions.

KEEP – adding a break for lunch and for folks to stretch was beneficial but should be longer; continue doing outreach to faculty societies for promotions

CHANGE – book a larger room as these events are well-attended

UPCOMING EVENTS, PROJECTS & ACTIVITIES

As mentioned earlier, we are running our first community-focused event on Friday of this week in collaboration with the SAS transition program. We are collaborating with SAS on one community-focused event a month and I am hopeful that this will create a clearer and more direct line of communication between Maccess and SAS.

Support groups are on track to begin after Reading Week. Each group is equipped with 2 facilitators that have lived experience in the group’s area of focus. Myself and my Training and Volunteer Coordinator are meeting with each of the facilitators to go over some basic training in the next week. Last year, these groups were well-attended and we are excited to get them up and running so quickly. We have also decided to run two sessions of certain groups (anxiety/OCD) as a number of service users and volunteers expressed an interest in attending this particular group.

BUDGET

We are on track with our budget, as the only expenses to date have been for promotions through the Underground. We have only spent approximately \$400 of our budget.

At training, we discussed various fidget toys and other stress-relief items would be useful in the space and we intend to purchase about \$50 of fidget items in the next month.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6501-0118 MACCESS - ADV. & PROMO	TOTAL SPENT IN LINE	\$355
	REMAINING IN LINE	\$1645

<i>TOTALS</i>	
TOTAL BUDGETED DISCRETIONARY SPENDING	\$8600
TOTAL ACTUAL DISCRETIONARY SPENDING	\$355
REMAINING DISCRETIONARY SPENDING	\$8245

VOLUNTEERS

Most of volunteers were trained fully on September 17th and the rest will be trained on the Sunday the 30th of September. We are planning on having our

first volunteer social in October, as a number of our volunteers expressed interest in an arts/crafts event to make more lanyard designs. We have at least 2 volunteers on every shift and a majority of shifts also have a third additional volunteer, which relieves a lot of the strain caused when individuals need to miss shifts for disability reasons or otherwise.

CURRENT CHALLENGES

We encountered some slight hiccups with training, however, every volunteer is on track to be trained by the end of the month.

SUCSESSES

Our volunteers are already starting to form a little community of friends and that makes me very happy and also benefits our volunteer retention! Our resource library has been very popular so far as well and I'm very excited to share some disability resources on campus!

OTHER

We are beginning drop in hours with guests from university resources to help students navigate SAS, SSC/CAPS, and graduate school applications this week. Our volunteers and service users have been fairly enthusiastic about being able to receive support navigating these complex systems in our space!



REPORT

From the office of the...

Pride Community Centre Coordinator

TO: Members of the Executive Board
FROM: Miranda Clayton
SUBJECT: Pride Community Centre Report 3
DATE: September 27, 2018

YEARPLAN UPDATE

My update is progressing as expected but delayed due to September being dominated by hiring and training. This is okay, we left October very open to focus on Pride Week so there is space in early October for a social event and a poster campaign before reading week. Challenges include some volunteers dropping, lack of space resources, and Underground having poor communication. Successes include being able to open on the hours we want, successfully running the Pride Rep Network, Pride Week planning well underway, and minimal flood damages.

SERVICE USAGE

We just began quantifying our service usage with a shift log binder. Volunteers report the number of people who access the space in the hour they were on shift and note any particular concerns for later. So far we have had pretty consistent usage with at least one of two people accessing the space per hour. I think this number will grow as we continue to promote the service and hold events, particularly after support groups start.

PAST EVENTS, PROJECTS & ACTIVITIES


Since my last report we have completed our space renovation, hired our volunteers, trained our volunteers, and made significant headway into planning our semester 1 events. We also carried out the Pride Rep Network project which I think was a success while still having room for improvement for future years. It was amazing to see reps around campus with the patch and speak to so many first years who already knew what the PCC was because they learned from a rep. In general we made an effort to be very visible during Welcome Week and participated in events almost every day during it as well as had the space open so people could take a peek before opening.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Hiring and training took more time than anticipated so our September events have been pushed to early October. We have a movie night slated for October 3rd and will be running the LGBT Dictionary campaign when the posters are

finished. We finalized October 29 - November 2 as Pride Week and are in the process of making that happen logistically. We have also been invited to speak at the MISCA Cultural Gathering to welcome everyone to campus and speak on the importance of solidarity among our groups.

BUDGET

McMaster Student's Union							
Dept. 0119 - Pride Community Centre							
For the Three Months Ending July 31, 2018							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	July	July	2018-19	2017-18	2017-18	2019	To Date
All:							
5003-0119 QSCC - OFFICE SUPPLIES						60.00	0.00%
5101-0119 QSCC - TELEPHONE	50.30	50.30	100.60	150.90	603.60	600.00	16.77%
5202-0119 QSCC - COMMUNITY OUTREACH					36.97	100.00	0.00%
6102-0119 QSCC - ANNUAL CAMPAIGNS				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		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	788.06	691.22	2,212.56	1,382.84	7,355.27	8,500.00	26.03%
7101-0119 QSCC - BENEFITS	67.51	60.34	184.93	116.50	550.74	595.00	31.08%
8001-0119 QSCC - DEPRECIATION EXPENSE	101.32	101.32	101.32	101.32	303.96	300.00	33.77%
Total All	1,007.19	903.18	2,749.41	2,103.10	11,690.39	16,055.00	17.12%
							25.00%

This is the last statement I received. Since then we have spent approximately \$84 of our office supplies line, which I understand is overbudget. We needed to pick up some things to complete the peer support side of the space such as a table, blanket, and cushions to make it cozier. These were one time purchases we will have for quite a while. Everything else is still well under. We spent just under \$30 out of volunteer appreciation to give our volunteers coffee and cookies at training as well as an unknown amount out of promotions as Underground has not confirmed how much the banner was. I estimate it was approximately \$300 which leaves our promotions budget line in a healthy state although we do fear going over because we feel we have more to promo than most services between our events, campaigns, and soon to be released evening programming. I We are interested in knowing if it possible to reallocate out telephone budget line to another line seeing as how our space currently has no phones in it. They were removed during the renovation and we have no intent to bring them back as no one uses them.

VOLUNTEERS

A huge success was actually hiring and training enough people to run peer support hours and not having to do a reduced "September hours" situation. Four of those people are even returners from last year, which is impressive given how that went. Unfortunately some people decided they could not accommodate for volunteering in their lives right now after we trained them so we are looking to pick up a few more and train them on September 30. We

plan to hold a volunteer social soon and will be deciding on what that will be at our next meeting. We also just ordered very cute pink and yellow lanyards for volunteers and I am very excited to see them.

CURRENT CHALLENGES

We are still experiencing communication difficulties with Underground. We ordered a banner and expected some sort of email back with cost or confirmation so I could budget for it but we never received any then one day we were notified the banner was ready. The banner is lovely but I would rather not be caught off guard like that. My Promotions Director is still extremely frustrated about the lack of communication with them.

Our other challenge right now is space resources. We haven't built up the stock that other spaces have and it will be a year long project to gather them. This is frustrating because it is not like there is no demand for them so it means we have been operating on a very "as needed" basis. By space resources I am talking about both information and physical goods. For example, we have loads of condoms but still need to order other safer sex items and we are still in the process of figuring out which of our informational resources are current.

SUCSESSES

Nothing was ruined in the Great Flood of 2k18 except for my Resource Coordinator's textbook, may it rest in peace. We only had to close for 2 days and you can't smell the flood anymore. That cleaning team deserves a raise.



REPORT

From the office of the...

Maroons Coordinator

TO: Members of the Executive Board
FROM: Dan LaFrance
SUBJECT: Maroons Report 4
DATE: September 25, 2018

YEARPLAN UPDATE

My year plan is following through as expected through September. We had an incredibly successful WW of which I will be submitting reports in the coming weeks for the major campus groups we worked with; Campus Events, Faculty Societies, SSC, and the MSU.

Since then, we completed our Year Long Training which had near perfect attendance, which was positive, and it was only nearly perfect as individuals have pre-scheduled conflicts.

From the general list of events that happen through September, we have so far completed Welcome Week, Sidewalk Sale, Clubsfest, HOCO, Varsity Football Games and updating the website.

Overall, the service is doing well, the volunteers are more than capable of handing the tasks set out to them, however attendance is still an issue with certain individuals on the team which is something we are continually working on.

SERVICE USAGE

The Maroons recently ran a HOCO contest on our social pages, gearing it through Instagram feeding traffic through the Facebook page. The Facebook post reached almost 5000 people in one week, while the Instagram post (the outlet to comment for the contest draw) received near 300 comments. This is a good sign for our engagement and presence on campus. Otherwise, we are being utilized by other services, helping with Clubsfest, HOCO, and MacCycle's auction.

PAST EVENTS, PROJECTS & ACTIVITIES

WW was the major component of this section in terms of past projects, and the breadth of that feedback will not be included in this report. All of our past events have been outlined above, however the ones that are most pertinent and could possibly be impacted by this report are as follows;

- CLubsfest- Clubs should tear down and stack tables in centralized locations, Maroons are happy to move them from these piles back onto

the carts, however, doing the entire process of teardown, transport, and loading was excessive given the heat and the volume of tables (over 300). It is also not a guarantee we can get 30+ volunteers for the middle of the day, so it was tricky with the 15-20 reps who arrived.

- Homecoming; Trying to maintain engagement throughout the entire game is tricky, however perhaps a halftime show or something of that nature would encourage the fans to stay throughout the game.
- MacCycle was an interesting event, in the original request form we were not asked explicitly to set up, however in discussion in person with MacCycle, we were asked to have 10 people at the MacCycle workshop for 9am. We had 7 people show up at or before 9am and the work was already finished. This is an error on my part, because I did not infer the request to set up at 8am as it was unclear in the original Maroons Assistance Request Form, however I think explicit asks need to be made from PTM's moving forward.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

- FYC Coffee house: A partnership event with FYC called "Pumpkin Spice, Maroons and FYC" will be held on October 17th in Bridges. It is an event analogous to the one held last year, we will have pumpkin painting, food, and live music plus karaoke.
- Streaming a Halloween movie/Sports Game/TV Show in MUSC Atrium. This is something we plan to do and will need to contact Laurie Diamond, and a discussion with Wooder over which movies/sporting events McMaster has copyright options to stream. This can also extend to any holiday movie.
- Intramurals are and continue to be going well, lots of engagement with undergrads
- Fantasy Sports leagues are in the works, with prizes TBD for winners
- In talks with the Volleyball team and Ath and Rec to coordinate interviews with athletes similar to the "Maroons in MUSC" series of last year.

VOLUNTEERS

I sound like a broken record but volunteer engagement, it has improved since yearlong training and will improve moving forward as we have started an accountability tracking attendance sheet. Helps everyone be accountable for showing up for what they have signed up for.

CURRENT CHALLENGES

The current challenges we are facing are volunteer retention and the general feeling of being overworked. We are aware of this services' demands throughout the year, I am personally aware of this based off of my role last year as Athletic Coordinator, however this semester has been increasingly stressful for my LT's. With this in mind, we are trying to plan early to ensure that the majority of our actions this semester can run smoothly and without too much back-end stress. Kristina can also speak to a meeting I had with two

volunteers based on interactions between some of our members on the team. More detail will be provided in an upcoming report.

BUDGET

Budget considerations are as follows, updates from WW expenditures, and updates from any expense since that has been accrued.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
	AVTEK For Pep Rally	
6603-0120	TOTAL SPENT IN LINE	\$200.5
	REMAINING IN LINE	\$549.50
	WW Rep Appreciation Dinner	
6415-0120	TOTAL SPENT IN LINE	\$400
	REMAINING IN LINE	\$300
	Training (Meaghan Ross and Crikett from SACHA)	
6804-0120	TOTAL SPENT IN LINE	\$1000
	REMAINING IN LINE	\$0
	T-shirts and Bandannas for WW	
6633-0120	TOTAL SPENT IN LINE (T-shirts)	\$435.05
	TOTAL SPENT IN LINE (Bandanas)	\$138.81
	Remaining in Line	\$4319.80
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$21,410
TOTAL ACTUAL DISCRETIONARY SPENDING		\$5,551.86
REMAINING DISCRETIONARY SPENDING		\$15,858.14

SUCCESSSES

Always have to shout out my team. HOCO had a lot of people busy with Peer Support training, and we traditionally don't require graduating reps to attend, all that being said, the 30 people we had at the football game absolutely killed it and pumped up the crowd! Also, I feel incredible support from my team which is a good feeling to have:

Shoutout to the services we have worked with also, they have been helpful and accommodating and extremely appreciative at MacCycle, at Clubs Administrator, at Farm Stand, at Campus Events, at everyone.

OTHER

I am extremely busy this term, I have two design capstones (one being half year, one full year), a full year inquiry project, and 3 engineering technical courses this term. I am also training in Toronto once a week with Toronto Rush and Toronto GOAT for Frisbee, additionally training three mornings a week

with the Varsity team here. All of this plus Maroons is extremely tasking, but I trust my team and have had great support from the BOD as well. Post Reading Week my schedule will open up as frisbee will be finished, and I will be more present from that point forward.



REPORT

From the office of the...

Student Community Support Network Coordinator

TO: Members of the Executive Board
FROM: Rohan Lohana
SUBJECT: SCSN Report 3
DATE: September 25, 2018

YEARPLAN UPDATE

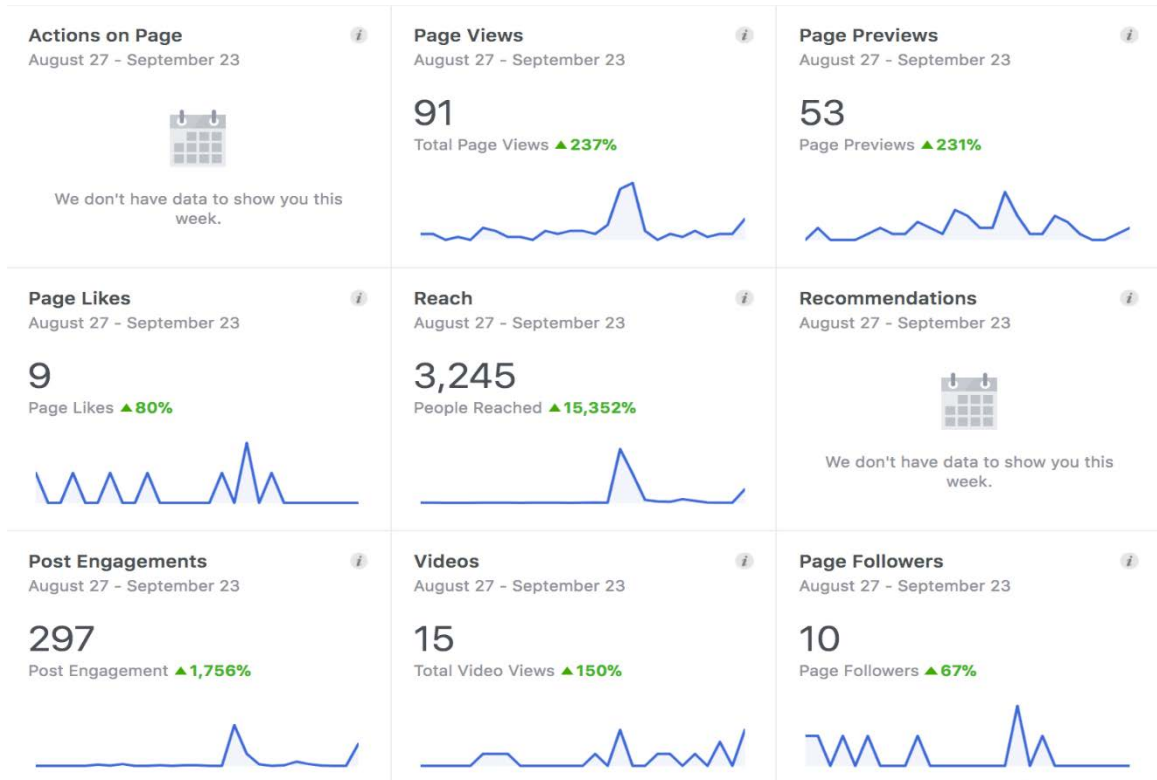
The Student Community Support Network is working on various different projects for the upcoming month. Since the last report, SCSN hired a new Promotion Coordinator, made changes to the job description of the Community Connectors (to be presented at the EB meeting), and started the Door Hanger campaign at the Homecoming Expo.

Due to some unforeseeable circumstances, SCSN is still in the hiring phase since one of the Events Coordinator dropped the role due to personal issues. With that being said, SCSN Events Coordinator and Community Connector applications will be released as soon as the amendments suggested for the job description of Community Connector are approved.

SERVICE USAGE

Since the week of September 12, the SCSN Facebook outreach exponentially increased due to the interactive games at the homecoming expo (i.e. Bylaw Pong), where people were asked to like the SCSN Page in order to participate in the contest to win Campus Store gift cards. There were 9 new likes, and the posts reached out to as many as 3,245 people!

Most of the promotional campaign for the Homecoming Expo and the Exec hiring was executed via Facebook. Currently, SCSN Facebook Page stands at 1,121 likes.



PAST EVENTS, PROJECTS & ACTIVITIES

Promotion Exec Hiring

- The application deadline for the Promotion Coordinator closed on September 23. Total 7 applications were received, and the interview invites will be send by Friday (Sept 28)

Frontier College - Literacy Program

- Frontier college is a national literacy organization who aims to help children and youth around Hamilton who are struggling with reading/writing/math. Every year, they recruit around 130 McMaster students who go to libraries, community centers, and schools around Hamilton (usually in the downtown area) on a weekly basis to tutor/mentor children and youth.
- SCSN aided the promotion of the Frontier College at the Homecoming Expo and via the SCSN Facebook page.

Homecoming Expo

- SCSN was tabling at the homecoming expo, where primary goal was to promote the hiring of the Promotion Coordinator and Community Connectors. Also, the execs did an amazing job of hosting the Bylaw Pong game to educate students about the tenant laws and also helped with distribution of the Door Hanger (-100)

Amendments - Community Connector Job Description

- In the past, the community connector hiring is one thing that SCSN fails to execute to its full potential. In order to change that trend, SCSN team has been working to change the community connector job description to make it simple and lucrative for the students, while also laying the responsibilities that can help maintain a safe neighborhood.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

- **Hiring - Community Connector and Events Coordinator**
 - o SCSN aims to release the job applications by this weekend and they'll be up till October 10 to give students ample time to apply during the reading week.

- **AWWCA - Peer-to-Peer Program**
 - o Recently, AWWCA has brought up an idea to bring back the Peer-to-Peer program, which goes hand in hand with the roles and responsibilities of the community connector. We are planning to mesh these roles together. However, it will be discussed with VP Admin in the next one-on-one meeting.

- **Pumpkin Hike - Cootes Paradise Elementary School**
 - o SCSN will be helping out Cootes Paradise Elementary School for their annual pumpkin hike along with Maroons. The event is set to take place on October 26!

BUDGET

- \$75 were spent for the promotional material provided by Underground for Promo Exec hiring!

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		0
TOTAL ACTUAL DISCRETIONARY SPENDING		0

VOLUNTEERS

- Application for the Community Connectors are going to be released by the end of this week, and they'll be due October 10. Hopefully by the end of reading week, SCSN will be done hiring the volunteers.

CURRENT CHALLENGES

Safety in the Neighborhood

- Various incidents have been reported in the months of August and September pertaining to the break-ins taking place around Westdale area, where mostly female house are targeted. This issue was brought up during AWWCA meeting on Sep 10, with Sgt. Gill in attendance, as well as other community members'. Sgt. Gill emphasized on locking the doors and gave tips on other safety precautions, however, it was also brought up that student tend to file the report days after the incident first took place. I was wondering if we can focus/work on a campus wide campaign on educating students regarding the steps one should take in case of break-ins.

SUCSESSES

- Homecoming Expo was a great way to get the word out about the hiring and SCSN
- We got 7 applications for the Promotion Exec; the interview invites will be sent within next couple of days.



REPORT

From the office of the...

SHEC Coordinator

TO: Members of the Executive Board
FROM: Adrianna Michell
SUBJECT: SHEC Report 3
DATE: 27 September 2018

YEARPLAN UPDATE

Since I last reported my team and I have made progress on accomplishing goals outlined in my year plan. We increased the focus on peer support in training sessions in attempts to better equip volunteers with the communication and critical thinking skills necessary to perform their duties. We have continued relationships with residence life, which took the form of cross-campus general promo posters, consent messaging posters, and an event during welcome week in residence. All welcome week objectives were completed (including 1 residence event, online campaign, and residence posters) except for one event planned for the first year cohort. This was replaced by instead participating in the peer support tent at 3 welcome week events, and the wellness fair. Training weekend, data collection, and weekly exec meetings were outlined for September, which have been either completed or work has begun on them.

SERVICE USAGE: September (to date)

TOTAL	131
PREG	8
CA	6
CON	22
PADS	39
BAND	10
DIR	6
INFO	9
LUBE	3
P-SWC	5
PEER	2

PAST EVENTS, PROJECTS & ACTIVITIES

Welcome week was super fun but also super busy! Since I last reported, we were present at:

- Horizons Successfest

- Peer support tent (Monday night lights, headphone disco, concert)
- Keyes Mini Clubsfest
- Clubsfest
- SHEC Event: Chill zone with therapy dog in Moulton
- Wellness Fair
- +Homecoming concert peer support tent

The tabling events were great to promote first year hiring (which we have since completed) and our services. We spoke to a bunch of first years and were able to introduce them to what our service is and what we can offer! We also held an event in residence which was really well attended. We had about 150 students cycle through the event, at which we had mug and pot painting, snacks, and Liam the Therapy dog. As for the peer support tents, the Monday Night Lights tent operated as a fun chill zone. It was a good opportunity to promo our services, and having all the peer support services together was fun, helped with volunteer scheduling, and brought perspectives from each team and PTM. The concerts had more peer supports and there was mostly interactions with intoxicated students.

Training was also a thing! A challenging but rewarding thing! My team did a really great job with the tight time constraints they were given. For the most part, everyone was fed and happy, and it was amazing getting to see my full team of volunteers get to know one another. We now have a full cohort of 43 volunteers and 4 execs, excluding myself. We will be operating from 9:30am to 7:30pm—longer hours than anticipated!

UPCOMING EVENTS, PROJECTS & ACTIVITIES

With training and welcome week done, our focus shifts to year-long objectives. My Events and Programming and Research and Advocacy execs will be bringing together their committees to get started on planning for upcoming projects. Sex 101 is on schedule to happen in residences in October, while my RAC will be developing the first campaign in collaboration with volunteers on the committee.

BUDGET

First expenditures out of our new health supplies line! Yay!

STUDENT HEALTH EDUCATION CENTRE 2018-2019

EXPENDITURE				
ACCOUNT CODE	ITEM	BUDGET / COST	PO SUBMITTED (DATE)	PO APPROVED
003-0116	SHEC - OFFICE SUPPLIES	\$110.00		
	Utility cart, volunteer mailbox bins	\$65.52	9/4/2018	
	TOTAL SPENT IN LINE	\$65.52		
	REMAINING IN LINE	\$44.48		
951-0116	SHEC - REFERENCE LIBRARY	350.00		
	Books--Come as you are	64.64		
	TOTAL SPENT IN LINE	\$64.64		
	REMAINING IN LINE	\$285.36		
494-0116	SHEC - VOLUNTEER RECOGNITION			\$2,500.00
	Exec Training 2.0 Lunch--Fortinos			\$44.36
	SHEC tumblers			411.7
	misc. food (WW, concert snacks)			\$70.00
	TOTAL SPENT IN LINE			\$526.06
	REMAINING IN LINE			\$1,973.94
6101-0116	SHEC - HEALTH SUPPLIES			\$1,500.00
	Menstrual Products			85.00

501-0116	SHEC - ADV. & PROMO.	\$2,500.00
	misc. summer	\$247.50
	door sign	\$45.00
	design cost	\$110.00
	rave cards (300)	\$37.50
	design cost	\$110.00

804-0116	SHEC - TRAINING EXPENSE	\$1,500.00
	Pizza	\$230.00
	Snacks	\$230.00
	Union Market—coffee, coffee cards	\$130.00
	TOTAL SPENT IN LINE	\$590.00
	REMAINING IN LINE	\$910.00

TOTALS	
TOTAL BUDGETED DISCRETIONARY SPENDING	\$10,460.00
TOTAL ACTUAL DISCRETIONARY SPENDING	\$10,460.00
REMAINING DISCRETIONARY SPENDING	\$8,578.78

VOLUNTEERS

I have a full team of volunteers as of two weeks ago. With have 43 volunteers and 4 executive volunteers. It has been really exciting having an open centre. Every time I come in to the space and see the volunteers, they come across as bright and caring individuals! Over our training we got to get to know them, and I look forward to getting to do so throughout the year.

CURRENT CHALLENGES

Honestly, I don't really have any challenges to report. This will likely change as the year goes on. One thing I suppose would be worries about volunteer engagement and event turnout, but that has yet to be proven. My exec team and I are working hard on figuring out solutions to make sure volunteers feel appreciated and like SHEC is a community they want to be a part of!

SUCSESSES

Our events throughout welcome week were well attended. It was awesome to be able to engage with so many first-year students in different capacities. We had a therapy dog event in Moulton which had a great turnout. The peer support tent also gave us the opportunity to support students and meet them where they are. I've gotten really good feedback from volunteers about welcome week events and training so far too, which feels great since this I am

a new PTM and my team are all new to their roles as leaders within the service. My executive team is fantastic! I somehow got some of the most compassionate, hard-working, and funny people to be a part of my team. I don't know how I got so lucky!

Until next time,

Adrianna Michell