



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-12

Date & Time: Thursday, October 4, 2018
11:30 a.m.

Place: MSU Boardroom, MUSC 201

Items:

1)	Adopt Agenda	
2)	Adopt Minutes	
3)	Spark Report	Jane Luft
4)	SWHAT Report	Sowmya Karthikeyan
5)	WGEN Report	Jocelyn Moffat
6)	Diversity Services Report	Mijia Murong
7)	Committee of the Whole - Services	Epifano
8)	Closed Session	Epifano
9)		
10)		
11)		

Objectives

1)	Adopt Agenda
2)	Adopt Minutes
3)	Report
4)	Report
5)	Report
6)	Report
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

7. **Moved** by Epifano, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss the Services that presented the meeting before. (Maccess, Maroons, PCC, SCSN, SHEC)

Executive Board Meeting 18-12
Thursday, October 4, 2018 @ 11:30am
MSU Boardroom, MUSC room 201

Called to Order 11:31am

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

Late

Absent

Others Present V. Scott (Recording Secretary), M. Wooder (MCD), Jocelyn Heaton (WGEN Coordinator), Jane Luft (Spark Coordinator), Sowmya Karthikeyan (SWHAT Coordinator)

1. Adopt Agenda

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

Passes Unanimously

2. Spark Report – Jane Luft presented

- Luft summarized the report.

Questions

- Florean asked about the Spark Ambassador program and was wondering if Luft had spoken to the previous PTMs on how to improve the program. Luft responded that they haven't spoken to Wid but there are team members who were ambassadors previously who might have some insight on this.
- Epifano asked if Luft was planning on opening second term registration soon. Luft responded that they will probably be opening it in December. Luft added that they already have 45 students signed up.
- Bertolo asked if Luft did anything differently to promote to get the number of volunteers that they do. Luft responded that nothing has changed with promotions, and the number of volunteers is the same.
- Roshan asked if delegates have the option to sign up with a group of friends. Luft responded that they haven't thought about it but when friends go to sessions those students tend to come back more often.
- Wooder asked if from past experience if the service always sees an occurring drop-off each semester. Luft responded that they would have to look into it. Wooder suggested looking into the consistent drop-offs over time and possibly planning 240 students for each term to prepare. Luft responded that last year the number was increased to 240 with 12 students per group but then struggled to get students to register for second term. Luft stated that they brought the cap down to 200 but might leave it open for next semester.

3. WGEN Report – Jocelyn Heaton presented

- Heaton summarized the report.

Questions

- Wooder thanked Heaton for assisting for the tour.
- Epifano praised Heaton for doing a great job.

4. Diversity Services – report attached

- Epifano stated that Murong was at a PACBIC meeting. Went over report.

Questions

- Robinson wanted to know why volunteer hiring happened so late. Epifano responded that the position was hired late last year, so the volunteers couldn't get hired until after April.
- Warwani stated that it would be nice to see feedback forms giving out at the sessions as sending out links won't get as many responses.

5. **SWHAT Report – report attached**

- Epifano went over the report.

Questions

- Hackett wanted to know how many more volunteers it would take to alleviate stress.
- Warwani wanted to know if the PTM was tracking where the walks were, and it might help with a solution.
- Robinson asked for a more detailed budget breakdown in the report.
- Bertolo would like to see comparisons of service from previous years.
- Florean wanted to know by how much walks were increasing by and see what the Board could do to support SWHAT.
- The Board quickly discussed the safety concerns that students may have and to see what resources could be used to help the service out. An option of taking Uber back from walks so that volunteers are more available was brought up.

Sowmya Karthikeyan arrived

- Epifano asked Karthikeyan if they had thought of ways to prevent burnout amongst the volunteers. Karthikeyan responded that they will be looking into increasing the number of volunteers during the busy time of 9pm to 11pm or having a team member be on-call for one shift a month. Karthikeyan stated that they were still trying to gauge what October will look like as September was always a busy month for the service.
- Farah suggested not having a person on-call as they would need to give advance notice if they need to be called in, and that the service might have a difficult time getting that volunteer in. Farah stated that it wouldn't be fair to the volunteer if they're only given an hour's notice. Epifano stated that they can look into how other services do it.
- Epifano asked Karthikeyan to include the number of walks per week/night in the next report. Karthikeyan responded that the average has been six to seven walks per night.
- MacLean asked if they have the same people calling for walks. Karthikeyan responded that the service does have regulars and that they also have a lot of pre-requests.
- Florean asked if the service has to turn a lot of people away. Karthikeyan responded that they have turned only two people away based on the ETA of the walkers.
- Wooder asked how many volunteers would help out. Karthikeyan responded that for September they were lacking bodies to help out and that they have been very understaffed for male identifying volunteers. Karthikeyan added that they usually have volunteers drop off in September when they realize how busy the service actually is. Karthikeyan stated that they will have a full team soon though.
- Wooder asked how the shifts work. Karthikeyan responded that volunteers get four 4-hour shifts per month, and that it was difficult to ask them to commit more than that. Wooder stated that the best solution might be to add more people around peak times specifically and recruit those who are available for those times.
- Florean asked what a full team looked like. Karthikeyan responded that it was 30 volunteers, not including dispatchers, and eight volunteers for one night.
- Bertolo asked if people can fill out forms ahead of time asking for walks, and then the PTM can let the on-call volunteer know if they should come in or not. Karthikeyan responded that people can fill out forms, but sometimes they will receive one walk form.

- Epifano asked for location of walks. Karthikeyan responded that lately it's been Westdale and down Emerson, as well as Dalewood on the other side of Main St.

6. Committee of the Whole - Services

Moved by Epifano, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss the Services that presented the meeting before. (Maccess, Maroons, PCC, SCSN, SHEC)

Motion Fails due to no Secunder

7. Closed Session

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

Passes Unanimously

8. Return to Open Session

Information and Questions

- Hackett asked about Committee of the Whole and if they were changing the structure. Farah responded that when they discussed it the previous week there wasn't a structure change of how they were using Committee of the Whole, but there was consensus is if someone wanted to talk about a specific service then they would move into the COTW otherwise they would just move on.
- Hackett asked Roshan what they will be doing with the feedback received from their event. Roshan responded that they will pass it along to Farah. Farah added that there will be a President's town hall about the Equity, Diversity and Inclusion Action Plan that was presented at the SRA. Farah added that events like this would great for feedback.
- MacLean stated that they would like to have a feedback form to share for the plan. Warwani responded that one was being drafted. Farah responded that there might be challenges with online feedback, but there should be a form when people are present to fill them out.
- Farah reported that they had a PACBIC meeting today. They stated that there were sentiments shared about this plan, as well as frustration on how it's being shared. Farah stated that it was alarming as PACBIC is to advise the president.
- Warwani reported that they have a meeting with Susan Seals Giroux, as there have been constituents having issues with academic advisors.
- Bertolo announced that today was the first day of advanced polling for municipal elections.
- Florean asked if the University will be releasing an official statement about the white paint being thrown on the pride crosswalk. Wooder responded that the 'official statement' gets blurry as the University technically released one about cleanup and investigation. Wooder stated that their opinion was that the University won't have anything more to say until the conclusion of the investigation. Wooder added that the MSU has already released their statement and have it posted on the MSU channels and resources.
- Robinson reported that they had spent a lot of time approving clubs' budgets with the Clubs Administrator.

9. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Thursday, October 18, 2018
11:30am
MSU Boardroom, MUSC 201**

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

Passes by General Consent

Adjourned at 12:52pm

/vs



REPORT

From the office of the...

Spark Coordinator

TO: Members of the Executive Board
FROM: Jane Luft
SUBJECT: Spark Report #3
DATE: Thursday, October 4th

YEARPLAN UPDATE

Wow! After a very busy August and September, Spark is up and running! This past month in particular has been extremely busy for our service, as it is for many, but we have had many successes and have overcome many challenges as well.

Since last report, Spark hired our incredible team of volunteers, hosted a Meet & Greet for the new team, and held a 2-day training weekend in early September. Our new volunteers helped with: Opening Ceremonies in residence buildings and tabling during Welcome Week, the Night Before Classes event, and Clubsfest before our official training even happened! All of these events were effective in recruiting students to register for our mentorship program as we reached our goal during Clubsfest and then opened pre-registration for next term. We also circulated our first beautiful guidebook that was all about Welcome Week and how to take care of yourself during that busy time.

Spark has also begun running sessions! We are now on the third week of the term. Attendance for sessions has been one of our bigger challenges as it has been quite low for the beginning of the year. Nonetheless, sessions have been smooth and we had a great opening week where groups ended their sessions at Altitude fire pit for a bonfire. Improving retention is one area we are hoping to work on in the next few months.

We also just ran our new event, Hike & Hangout, this past Saturday which was a big success. We nearly reached our maximum number of students we could accompany on the hike to Dundas Peak and also held a hangout for more students in Clubspace with snacks and games. This was a lot of fun and engaged a lot of first years when compared with previous Spark events that have occurred this early in the year.

Overall, this has been an exhausting, exciting, hectic, and FUN month or so for Spark and we are all very excited for the rest of the year and future events to come to life!

SERVICE USAGE

Since the last report, Spark has hired a team of 34 volunteers on top of our 6 executives, making a team of 40 Team Leaders. We interviewed 104 applicants from 163 written applications.

We hosted an event with Horizons called Night Before Classes that was difficult to collect exact numbers of attendees, but we estimate that around 100 students attended this event as the MUSC atrium was full of students.

We registered 200 students for first semester sessions and then opened up second term registration and registered 45 for next term. We have averaged 3-4 students per session group over the first 2 weeks of session.

We also hosted another Spark event for all first year students called the Hike & Hangout where we had a total of 27 students and 14 volunteers come out and either go on the hike or hangout in Clubspace with games and a movie.

Spark has 2,452 likes on Facebook, 628 followers on Twitter, and 297 followers on Instagram.

PAST EVENTS, PROJECTS & ACTIVITIES

Guidebook #1 - Welcome Week: Our Promotions & Publications Coordinator, Surabhi Sivartnam, created content for a fabulous Welcome Week Guidebook that included a legend for reposit colours, a schedule for important Welcome Week events, and tips and tricks for taking care of yourself through such a busy week. This was a really cool resource that Spark created for first year students and was also a good way to encourage students to like our Facebook page (we could tell them to find the guidebook on our page).

Night Before Classes: This event, run in collaboration with Horizons, was hugely successful as we filled MUSC atrium with first year students and volunteers to help them locate their classes before the first day of school. We were able to register a lot of students in Spark through this event.

Clubsfest: Clubsfest this year was awesome as we had many students visit our table and sign up for Spark. We reached our goal during this time and began pre-registration at the end of the day.

Volunteer Meet & Greet and Training: The first week of class was busy for the whole Spark team as we hosted the Meet & Greet on Thursday, September 6th and then training on Saturday September 8th & Sunday September 9th. The Meet & Greet was a great opportunity for Team Leaders to meet the exec team, other volunteers, and their co-Team Leader in a fun environment. The volunteer training was also successful as we got through all our planned content with few technical difficulties.

Opening Ceremonies for Sessions: During the first week of our mentorship program, we run "Opening Ceremonies" where all students meet in Clubspace for large icebreakers and learn a bit about Spark before breaking off into their small groups. After their session, all students are invited to a bonfire at Altitude where we offered s'mores and other snacks. This was a lot of fun and ran very smoothly, aside from relatively low student turnout for the first week of sessions.

Hike & Hangout: This was a new event this year as we organized a social “Hike & Hangout” for all first year students to participate in. Students had the option of going on a hike to Dundas Peak with Spark volunteers leading the trip or they had the option of watching a movie, playing boardgames, and enjoying pancakes from LIFT Church in Clubspace. This event was a lot of fun and very successful for the first time Spark has run something like this.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Guidebook #2 - All Things Hamilton: Completed and ready for release this Friday, this second guidebook includes places to visit in Hamilton, how to get around using public transportation, and different events happening in the city. This will be a great resource for our volunteers to share with students to help them become more familiar with Hamilton and will also be shared on the Spark Facebook page to reach a wide range of first year students.

Spark Ambassadors: This is an initiative outlined in my Year Plan that I wanted to bring back from 2 years ago. We plan to begin recruiting first years involved in Spark to joining the Spark Ambassadors group during or just after the Fall Break so that we can begin having meetings in the second half of October.

Study Session Academic Event: Planned for October 29th, this event will be hosted in collaboration with Macademics. The event will take place on campus and will include snacks and study space. We will be recruiting the VP Academics from each faculty to help out with this event as well as having 5-10 volunteers from Spark there to help.

First Year Formal: First Year Formal is quickly approaching as it is booked at the Art Gallery of Hamilton for Friday, November 23rd. We are excited to have our first meeting with the newly elected FYC and our Events Committee to begin planning more of the details of the event. We also plan to include Spark Ambassadors in the planning process once the group has been assembled. Spark is also partnering with the Maroons for First Year Formal as they will be helping first years bus to the venue from campus.

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
6501-0125	TOTAL SPENT IN LINE	\$1,623.17
ANNUAL CAMPAIGNS	REMAINING IN LINE	\$1,376.83

6501-0125	TOTAL SPENT IN LINE	\$1,700.00
ADV. & PROMOTIONS	REMAINING IN LINE	\$1,300.00

6802-0125	TOTAL SPENT IN LINE	\$690.00
LEADER TRAINING	REMAINING IN LINE	\$60.00

<i>TOTALS</i>		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$6,810.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$4,013.17
REMAINING DISCRETIONARY SPENDING		\$2,796.83

Since the summer, a lot more of the budget has been spent as our events and sessions have begun.

In Annual Campaigns, \$1500 was spent on the venue deposit for First Year Formal, and approximately \$125 was spent on supplies for sessions and snacks for our Opening Ceremonies bonfire nights.

In Advertisements & Promotions, the biggest expense was the cost of our first guidebook for which I am still waiting on a final invoice for, but is estimated to cost between \$825 and \$990. This cost was a lot higher than anticipated as the cost of the guidebook designed by the Underground from last year was only \$165. We have met with the Marketing & Communications Director, Mike Wooder, to discuss promotional budgeting for the remainder of the year by planning out future campaigns and guidebooks. We have decided to make a change to keep costs of guidebooks lower by changing the format from a 16-page full guidebook to a summarized 4-page publication. We also are planning to move towards a template-based system allowing future Promotions & Publications Coordinators to simply update information and have the Underground make minor changes to the previous year's issue in order to keep the cost of future guidebooks low as well. That being said, I am anticipating overages in this budget line due to the fact that the past two years' Promotions & Publications Coordinators designed all promotional campaigns and Spark did not need to pay the Underground to design any materials. I have spoken to the VP Finance, Scott Robinson, about the anticipated overages and he has okayed us to spend our budget in a way that accurately reflect the costs to run Spark.

In Leader Training, I am again still waiting on a final invoice from the Underground for staff T-shirts but they are estimated to cost around \$500. The other \$190 was spent on lunch (pizza) for the volunteer training weekend.

VOLUNTEERS

A huge success for Spark in the past couple of months was hiring our incredible team of 34 volunteers! After reviewing 163 applications and

interviewing 104 applicants, we are confident in our team of dedicated and passionate Team Leaders.

One challenge related to volunteers was scheduling individual makeup training for individuals who had to miss part of our full team weekend training. There were several volunteers that had conflicts with different parts of the training weekend so I am still in the process of connecting with each of those individuals to make sure they are caught up on the important training material from the weekend. Since each individual missed something a little bit different I need to have almost all 1-on-1 meetings (rather than group meetings) with these volunteers which has posed a challenge within the busy month of September.

Another challenge is ensuring volunteers are available to attend their weekly training. Due to scheduling difficulties with our Sessions Coordinators this year, we had to schedule the weekday training on Wednesdays during a time that overlaps with regular session times. This means that volunteers with session on Wednesday nights are unable to attend this training and if they are also unavailable on Sundays (our other training day), they can really only attend half of the Wednesday training. Fortunately, this is only the case with one of our volunteers but we are hoping to find a better weekday training time for next semester.

We have been successful in having a few social gatherings for volunteers so far. We had a movie night during training weekend, a potluck after training this past Sunday, and many volunteers come out to our first event which they found to be a lot of fun. Among the executive team, we have had an executive team bonding dinner and are having fun in our meetings and Spark events together. For executive appreciation, I wrote each of them a letter of appreciation and presented them to each member during an executive meeting.

CURRENT CHALLENGES

The main challenge we are facing is student attendance which is a little concerning for this point in the year. We had full registration for the fall term (200 first year students) but we struggled to get high attendance even on the first week of sessions which is typically the week that we have most students come out. We averaged about 4-5 students per group during the first week (total 93) and 2-3 students per group during the second week (total 49) which is a lot lower than we'd hope for early in the semester. We know that there were a few big midterms the second week which likely affected week 2 retention but the first week's attendance is a bit strange. We are currently brainstorming ways to increase student retention for the remaining weeks.

Another challenge we are facing is communication with the Underground. We have had good communication with the designer for our promotional material (Kayla DaSilva) but I have had troubles getting quotes and bills for materials I have ordered that don't have a standard price (e.g. rave cards, t-shirts, guidebooks, etc.) I understand that they are quite busy this month but I am

just hoping to have improved communication in the future so that I can budget accurately for the remainder of the year.

SUCSESSES

One major success was registering 200 students for first semester of Spark and another 45 for next semester! I had been worried about registration during Welcome Week because I found it difficult to promote Spark while also being a Residence Orientation Representative but we actually reached our goal of 200 students during Clubsfest on September 5th. After that, we opened up pre-registration for second semester sessions and had 45 students sign up in advance for term 2.

Another success was our volunteer training weekend. The weekend went very smoothly and we were able to get to know the team, enjoy some delicious pizza, and take the classic Spark team photo at the Edwards Arch. We also hosted a small but fun team social in Clubspace that weekend where we watched a movie and enjoyed some snacks.

Our first week of sessions was also deserving of a high five as we had a great time at the Altitude fire pit each night for s'mores, music, and fun times!

Finally, our event Hike & Hangout was a huge success! This is the first time Spark has run an event that focused on building social connections at this time of the year. We have typically run an academic workshop at this time in previous years but due to past low turnout, we tried a different kind of event and it went great! Shoutout to LIFT Church for making tons of pancakes for all our participants and volunteers. Students who went on the hike and students who hung out in Clubspace all had a great Saturday taking a break from studying.

OTHER

Nothing else to report. As per usual, feel free to reach out if you have any feedback/questions at spark@msu.mcmaster.ca or bring them up during Thursday's meeting! 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 #3

DATE:s October 1st, 2018

UPDATE

We are happy to report that our service is officially up and running for the year. We help and attended a variety of welcome week events, conducted a second round of hiring, trained all our volunteers, opened our space, and held our first two events of the year! I will go into detail about most of these things in sections below. Generally, our service itself has been functioning every well. The executive team and volunteers seem to be enjoying their positions and providing excellent support. Our events have mostly been successful and well attended. And we have a great plan in place for the year, that so far we have been able to follow and complete.

The challenges we have faced have mostly been in our collaboration events with other groups, the Student Union, and the University. Communication has not always been the strongest between myself and university partners, resulting in a few miscommunications and mistakes. Also, events in which we have been asked to attend, that were not our own, have been rocky in ways I will describe in subsequent sections. The general sentiment of my team is that when we have control over things, we are able to complete things easier, because we have very strong inner-team communication, but when other groups are involved there is usually come sort of hiccup, For this reason we have made it a goal to more clearly communicate our needs and expectations when collaborating or working with other groups so as to avoid misunderstandings and mistakes, as well so we can concrete give feedback afterwards if things do go wrong, and have record that we had requested certain things. For example, Training and Homecoming were both done in collaboration with the other peer support services, the MSU and a few other partners, but expectations were not clearly given beforehand, and therefore problems arose that we weren't prepared to address.

I think two major success we have had is our Space Opening and our executive team collaboration. First, our space opened on time and with almost no problem. Volunteer performed their roles very well and seem to be getting comfortable. I will discuss this in more detail below. As for the Executive team, not only have they bonded really well personally, they have been excellent at communicating with each other and collaborating to get tasks done. Our volunteer hiring, training, and first few events were



REPORT

From the office of the...

WGEN Coordinator

concentrated in 3 weeks, with those weeks also being heavy school wise for most, and yet we were able to execute things at a high standard. I think this goes to show the competence and professionalism of the executive team this year, and hopefully foreshadowing a very successful year for the service.

SERVICE USAGE

Physical Space

Our space has been open for two weeks. In order to track usage, we have one volunteer per shift assigned to complete an intake form. In the first week (Sept. 17th-21st) we had 74% of intakes completed, and recorded 142 people using the space. In the second week (Sept. 24th-28th) we had 66% of intakes completed, and recorded 92 people using the space. We can assume that with these intake completion percentages, the space usage is in actuality higher than these recorded numbers. In these two week of operation we have also received three disclosures of sexual violence.

Myself and the executive team have made a point of being very present and visible in the space so that our volunteers are able to ask us question and so we can monitor them in their roles and provide feedback when appropriate. So far we have been impressed with the volunteers, both in their implementation of everything from training and also their ability to ask questions in order to perform their best. Users have seemed comfortable in the space and some have provided oral feedback that the space is very welcoming and volunteers are great facilitators and good supporters.

Resources

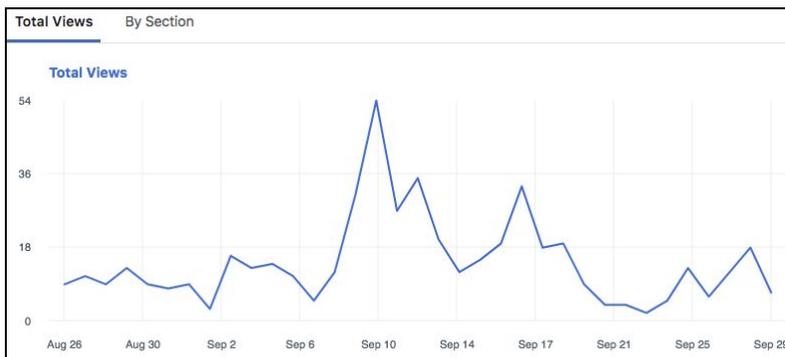
We have given out 5 books since our space opened on September 17th. We have also given out one chest binder. We plan on promoting our resources during our campaign weeks, and hope to see increased usage during these times. For example, there is plans to advertise our chest binder, bra drive and breast form initiatives during our Transforming Mac campaign in November.

Social Media

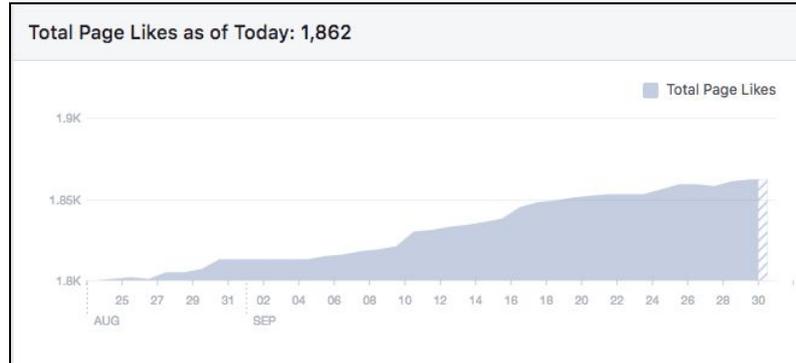
Facebook Page Views are up 209% since the summer months, indicating that our increased posting and presence in the mOnth of September has brought in a significant increase in engagement. We saw the biggest spikes in engagement on the last day of our

Hiring (Sept. 9th) and on our opening day (Sept. 17th).

Our Facebook page likes have also been steadily increasing since the beginning of Welcome week and we hope to maintain this positive trend (Figure 1.2).



Our Instagram launch has also been a success. By using the Story feature, we are able to provide more casual updates and activity to engage our followers and keep people updated with our service. We have also been using our twitter consistently. We mainly use it to interact with other Hamilton and McMaster groups in order to share events and initiatives that may interest our followers.



PAST EVENTS, PROJECTS & ACTIVITIES

WGEN was very active during welcome week, attending many tabling style events as well as working as volunteers at a variety of the events. I want to talk about three events of the week in particular. First, we held a keynote event on August 30th as part of the Strategic Themes Advisory Committee, in which we invited Rania El Mugammar to speak on rape culture and supporting survivors. I estimated around 40 attendees. The talk was absolutely wonderful and engaging, with Rania continually interacting with the audience, at one point doing an activity that got almost every person in the room talking. Many attendees approached myself, one of the execs, or Rania after the event to express their gratitude and share something they learned. We also told everyone present about our Hiring and many of the folks who attended ended up applying to be a volunteer. The second event was also on August 30th, and was the Wellness Fair



in which we collaborated with the MSU Maroons for a consent promotion (above photos are from the event). We had been told that all the services would develop an activity and



REPORT

From the office of the...

WGEN Coordinator

then for each activity completed students would be entered into a draw for a prize. Unfortunately on the day, when I went asking about how that would all be working, I was told that it had been cancelled and I, nor the other PTM's had been informed. We were accommodated and given a 25\$ gift card to give to a winner of just the WGEN & Maroons collaboration but the communication made it difficult to execute smoothly. As well, had we been notified of the change earlier there is a good chance we would have help the Maroons collaboration on another day instead of incorporating it into the Wellness fair. The last event I want to mention is the Concert. WGEN, and other service volunteers were present to offer peer support and aid in any other tasks. We did receive two disclosures that night and offered support to approximately 4 people. There were a few concerns brought to me by volunteers, noteworthy of which was that the DJ playing before the headliner was playing music with offensive slurs in it and in doing so, many event attendees were singing along those slurs. Given that myself and many of my volunteers occupy marginalized identities, in some cases very visual ones, it became very uncomfortable for us to walk around a crowd of people saying slurs against our identities. In the future, I would recommend that artists and DJs brought to campus be vetted more thoroughly for this type of conduct and given clear limits on what they can and cannot play.

Since our Space opening on September 18th we have also hosted two events. First, we had our WGENius, intersectional Feminist Trivia Night on Sept, 19th. This event was well attended and we received positive feedback from many of the attendees. The executive team were all very engaged in the planning of this event, particularly the Community Events and Planning executives, and the Social and Political Advocacy executives.



We were also able to come in under budget for this event. We also hosted a workshop as a part of OPIRG's Making Connections week on Sept. 26th called Diversity in University. There wasn't very strong attendance at this event with under 10 people attending, but it made it so those that did attend could ask lots of questions, and get more out of the workshop. After talking with most the attendees after the event, they expressed that it wasn't exactly what they thought it would be but that they learned something new. I think one of the reasons the event might not have been as well attended was promotions. We focused our promotions on the WGENius Trivia night the week before and so really only had a week to promote this event, rather than our usual two weeks. In the future I would try to avoid having events so close together that are not part of the same campaign to avoid this problem



REPORT

From the office of the...

WGEN Coordinator

The last event I want to mention is Homecoming. WGEN, and the other peer support services were asked to attend the homecoming concert for peer support. I was very disappointed with the way this event was run. The location was poorly conceived, largely due to the heat and lack of exits. Being in the hot gym, many folks wanted to leave to get air but there was almost no space outside for people to do that, especially after a large chunk of the outdoor area was blocked off due to incidents of intoxication. We were also concerned that it took almost two hours for an ambulance to be called for an attendee that, from our perspective, showed clear signs of needing medical attention immediately. At this point it was brought to our attention that an ambulance had not been ordered and therefore there were no paramedics on sight. I think this was a huge oversight or mistake and could have put attendees in danger. One main issue we had was also the security and police presence. Security were not letting some people into the venue due to intoxication, as well as removing them after gaining entrance, but instead of ensuring their safety, we witnessed them simply escorted people out of the lines alone, often without letting these people's friends know they had been removed and leaving them to get home alone. Myself and my volunteers walked 3 people back to residences after incidents like this, and without our help these students may not have made it home safely. There was also a specific incident involving two Hamilton Police officers inside the venue. First, I do not think it is necessary at all to have police inside the concert venue. If they are needed they can be called and brought in but we received a lot of feedback that their presence made a lot of attendees very uncomfortable. Second, I will likely be pursuing a complaint against two of the officers for their specific conduct with an attendee but due to confidentiality am not able to share more regarding

UPCOMING EVENTS, PROJECTS & ACTIVITIES

We are planning two main Events/Campaigns for the rest of this term. First, we plan on hosting our annual Spooptacular night at the end of October. It will likely be a movie night coupled with some sort of feminist education piece but planning has just begun for this event and so I don't have anything else to report. We have also begun planning our Transforming Mac week to be held November 19th-23rd. We will be holding at least one event with the McMaster Womanists, our working group during this week and have begun brainstorming on other potential collaborations as well.

We are also working on updating our library catalogue to a more efficient system. The resources team has been trailing a variety of systems this month and we think we have found one that will work. The Resources team has also been working on an ongoing collaboration with the Silhouette in which our executives and volunteers submit columns to the opinion section of the paper.

The Social and Political Advocacy team has been reviewing a variety of collaboration requests throughout the summer and we are excited about a few of those coming up this semester. Notably, we have been working with an Event Organizer



REPORT

From the office of the...

WGEN Coordinator

regarding a Commit(men)t and Allyship Event, meant to discuss toxic masculinity and rape culture with men, with all proceeds going to SACHA. They have also begun brainstorming future collaborations with campus partners and have already been in contact with a few including the Womanists, MISCA, and MMPJ to discuss potential events and programs.



BUDGET

WGEN spent Depreciation funding on some updated furniture and storage for the space. The total cost was 912.7801 with tax. We also spent 75\$ on Underground graphics, 20\$ for our Clubsfest table, and 12\$ on button making. For our first event, WGENius we spent 186.23\$. For training we spent 267.73\$. As of now we have mostly landed under budget for most of my initial predictions and so this may allow us more wiggle room further into the term. However, I was recently made aware that WGEN's working group, the Womanists, do not receive any independent funding and I hadn't accounted for funding their programming in my initial predictions. To my knowledge WGEN's budget was not specifically increased with the addition of the working group and I plan to discuss this with the VP Finance soon, in order to improve the working groups functioning for this year, and future years. Additionally, the issue reported previously in which a charge from last year was placed on my budget has been resolved. They cannot remove the charge, but I have been given approval to spend over my budget line by the amount of the charge which is 420\$

VOLUNTEERS

The Executive team has been outstanding so far. With the immense amount of stress that September brings, I am very impressed with them. Most notably I am very happy about the level of communication with each other and myself. They all seem passionate about their roles and are therefore working hard to put the best work forward. Also, they have been excellent at communicating when they cannot get things done, and setting healthy limits for themselves about when and how they do their work. I plan on doing some sort of appreciation for the team mid semester, likely after reading week to thank them for all the hard work.

WGEN Safe(r) Space volunteers have been hired trained and have now completed two weeks of their role in facilitating the space. We get generally positive feedback from training, and so far have had very open communication with them. Many seem comfortable in the role and also in asking questions when they are unsure which is vital to improving the services. We will be holding a term end appreciation for these volunteers.



REPORT

From the office of the...

WGEN Coordinator

WGEN Events Committee volunteers worked to help plan the WGENius Trivia night and will soon establish a consistent meeting time to begin working on Spooptacular and Transforming Mac events. We will provide appreciation for these volunteers after major events and campaigns.

CURRENT CHALLENGES

The main challenges WGEN is facing right now is improve our communication with campus partners in order to make collaboration initiatives and events stronger. We would love to be involved in some great group projects this year but need to make sure we are setting out expectations for ourselves and others that are reasonable. This is an ongoing issue because we do not have control over others and therefore need to come up with some strategies on our end to makes such collaborations worthwhile and successful.

SUCSESSES

So much happened in September, and there are so many little, and big successes we could celebrate. I explained many of these throughout the report but mainly, I want to give a large shout out to the executive team for their amazing work the past few months and for getting our service off to a strong start.

OTHER

The peer support training weekend had a lot of ups and downs. Generally, I found that the WGEN run portions were fairly smooth as myself and my team had control over a smaller group of volunteers. Unfortunately on the first day when all the services had sessions and lunch together there were a handful of problems. There are a lot of good things that came out of training, noteworthy of which was overwhelmingly positive feedback from the volunteers on the content and learning experience, so I will be spending most my time covering critiques and feedback in order to improve the weekend for future years. I have provided Kristina with six general areas of feedback and will summarize those here. First, I felt there was some general problems with communication. I felt a little confused and scrambled in the weeks before training because certain information wasn't communicated, or if it was, only to certain PTM's. During the weekend I don't feel I was given clear instructions on when and how I should be communicating with the TRRA, the AVP Services and the VP Admin. Second, the timing and content of AOP training was rather rushed and unorganized. I enjoyed the AOP training but my team had already spent the summer designing similar content as we had been informed we wouldn't be receiving it. More notice on this addition to the weekend would have helped significantly in our planning process. Also, I do not think one hour was not enough time to deliver AOP content. Third, the room bookings were disorganized. I was unclear until a few days before training who had to book rooms for which days, so to connect this piece to communication, more information on this front would have been nice. Also, the room booked to deliver AOP to all 4 services was not



REPORT

From the office of the...

WGEN Coordinator

big enough. With no supporting staff present, we had to make a command decision to have WGEN get AOP on the afternoon because there was no way we could all get it together. This caused WGEN some scheduling difficulties, as well as inconveniencing the folks from Diversity Services. Fourth, the food delivery on Saturday was very confusing and caused significant tension between services. There was not nearly enough Vegan pizza ordered despite us sending in our numbers ahead of time. Special accommodations food was delivered almost an hour after the other food, at which point I had sent a few of my executives to Williams to get these individuals something to eat in a timely manner. This charge came out of WGEN's budget. Fifth, the TRRA role was unclear and disorganized. I was unclear what the TRRA was meant to do before and during training and so I think further clarification of this role would be helpful in future years. Considering the 4 PTMs had to recreate the entire Peer Support training powerpoint, 2 of us had to deliver it, and the TRRA was not present on the weekend, I would be interested in pursuing additional compensation for this work that was not in our job descriptions during a week in which we were all already working over our allocated hours. Lastly, I generally felt unsupported on the weekend. I was constantly putting out fires, running around trying to fix problems and appease everyone. There was some conflict between teams and the PTMs were left to handle these situations alone. I want to stress that this feedback is mostly negative because I wish to improve training for future years and hope to see this type of information passed on to future years.



REPORT

From the office of the...

Diversity Services Director

TO: Members of the Executive Board
FROM: Mijia Murong
SUBJECT: [MSU Diversity Services] Report [4]
DATE: [October 02, 2018]

YEARPLAN UPDATE

We have taken the month of September to work on building a cohesive team dynamic and laying out plans for the rest of the year. I've shared my year plan and ideas with my team, and they have created their own plans for the year.

Several of the items on my year plan regarding the restructuring of the service will come out through the service review. Among there, I am rethinking the indigenous affairs position, the management of the Bridges space, and a long-term idea to create an equity-seeking-group conference for undergraduate students (uniting student-run identity based and equity seeking services/clubs from multiple universities). This last idea wasn't on my year plan, but I seek a lot of potential in this kind of an opportunity.

The rethinking and restructuring AOP continues. We've talked with the EIO about combining strategies and resources to make a comprehensive AOP, and will be launching that in the FYC AOP.

SERVICE USAGE

We are continuing to provide AOP training- including that of WGEN, Maccess, PCC, SHEC, and SPARK. The execs have gotten involved in providing these sessions, as we are looking to build our capacity in this area.

In the past month 9 events have been hosted at Bridges, and 9 more have been booked for the month of October.

As the Diversity Services Director, I've attended meetings with PACBIC, the EIO, and the AVOP Equity. In these spaces I try and bring the students' perspective, which I've come to understand through Diversity Services events and exec meetings, to the conversations and decision-making taking place.

PAST EVENTS, PROJECTS & ACTIVITIES

We've hosted 4 exec meetings, as well as a comprehensive exec training which included AOP, an overview of the MSU, event and campaign planning skills, and year plan brainstorming sessions.

There have also been meetings between our execs and the execs from Pride, as we look into future collaboration opportunities for Mac Pride.

The service review process has started. I am meeting with the AVP and other stakeholders to push for a few changes that projects that my team would like to see in the service in upcoming years.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

In the month of October, the Community Events and Planning committee are looking to host "Video on Trial: Spooky Edition" in which we will be using MUSC to watch trailers and clips from horror films and discussing the common racist or ableist tropes that are frequently seen in the genre of horror. The social political advocacy committee are looking to run a Thanksgiving campaign that celebrates indigenous artists by showcasing or promoting their work.

The ideas about a Voluntourism campaign are still in the works. We are starting to realize that we want a campaign that has action-items and impact. We are thinking about partnering with various faculties to run educational workshops so that we are directly speaking to students who may be interested in going on voluntourism trips.

Finally, the second Interfaith council meeting will likely take place in the first week back from reading week. In this meeting, we will be developing working groups for several projects/events that will be taking place sometime this semester. Included in here is the interfaith coffeehouse, which the execs from Diversity Services will also be helping out with.

There are lots of future projects that we are excited to work on! But in order to build the capacity to host these projects, we will be hiring volunteers within the next several weeks. We've released the first stage of our volunteer-hiring promotional campaign, and will be releasing more materials during reading week. Our plan is to have volunteers hired and trained by the end of October.

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6501-0317	Service T-shirts	134.55
	TOTAL SPENT IN LINE	134.55
	REMAINING IN LINE	2,365.45
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		

TOTAL ACTUAL DISCRETIONARY SPENDING	
REMAINING DISCRETIONARY SPENDING	

VOLUNTEERS

Volunteer applications are open. Volunteers will be hired and trained by the end of October.

CURRENT CHALLENGES

A current challenge is volunteer hiring. We've had little engagement with our volunteer hiring posts, and are waiting for more promotional material from the underground. However, due to a couple of set-backs in our timeline, we will only have Reading Week to launch the bulk of our hiring promo. If we do not get enough engagement from volunteers, we may need to extend volunteer hiring to after the reading week.

We are also facing some challenges with regards to revamping AOP. We often receive feedback that certain clips and resources are overused, while other students find them new and engaging. We are developing a feedback forms for students that have received AOP, but are not sure what the best way to disseminate these forms are.

SUCSESSES

The service has had a lot of success in generating ideas for the upcoming year. Each one of our execs submitted pages upon pages of year plan, and were proactive in collaborating with one another, as well as other clubs/services, for events, campaigns, and resources.

We've also bought T-shirts, they're bright yellow and lovely!



REPORT

From the office of the...

SWHAT Coordinator

TO: Members of the Executive Board
FROM: Sowmya Karthikeyan
SUBJECT: SWHAT Report 3
DATE: October 4th, 2018

YEARPLAN UPDATE

SWHAT Is now open!! And, we have been so incredibly active. We have such strong interest from the undergraduate population, due to which we've been getting a very large number of walks each night. Our hiring closed this week. It started out as first year hiring, however, unfortunately we didn't get enough first year applications. For that reason, we opened hiring to students of all years. I had been getting numerous emails from upper year students indicating their interest to work with SWHAT, so I anticipate that the upper year hiring extension will be successful.

SERVICE USAGE

Our service usage is through the use. We were only open on three days during WW, and during that time we did not have too many walks. However, since our opening in September, every shift has been beyond busy. Our busiest time is between 8 - 11, and this may be because, that's the time when night classes and various other activities end for the night. Additionally, as a result of the break-ins and assaults that have taken place in the Westdale area, students prefer to walk with SWHAT in order to feel safer.

PAST EVENTS, PROJECTS & ACTIVITIES

This past month, while SWHAT did not host any service related events, we did take part in promotional opportunities. We held a raffle for the HOCO expo and promoted ourselves through various groups during welcome week. For the past three weeks, we have had a very strong online presence for the sake of promotion. For the volunteers that were unable to attend our summer Training, my execs put together a quick summary sheet outline both the dispatch and walker role.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

In October, we will only have a few small events. One of these is a picnic on BSB field for our volunteers. We will host this after the reading week. Following the reading week, will also be the start of our Humans of SWHAT campaign. The PR execs are currently recruiting volunteers to take photos and

give blurbs so that they can be posted on our Facebook page. One of my personal goals for the month is to re-vamp our page on the MSU website. I want to make it more user friendly and I am also trying to embed our walk form into our tab on the MSU website. I think that this will make the form more accessible. Additionally, based on many of the emails I have received, students are looking to our tab on the MSU website in order to get more information. For that reason, I would like to clean it up, therefore making it easier for students to navigate.

BUDGET

So far, we have used out budget to buy the SWHAT/EFRT magnets that went into all welcome week bags. Additionally, we bought pizza for our training and snacks for the month. We currently have enough promotional material from last year, so we most like will not purchase any new promotional material. Our next big purchase will most likely be our fall term volunteer swag.

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

VOLUNTEERS

Volunteer engagement with the service has been amazing this month. We have often been short staffed, and with our excessive service usage, that has been difficult to deal with. However, my execs and I happy to see that volunteers like to step and cover open shifts, which makes that shift go by a lot better. It is nice to see that our returning volunteers like to help our new volunteers feel more comfortable in the office and with their roles. It seems like everyone has settled in nicely and has found a good rhythm on shift. Additionally, on the topic of my executive members. They have all been

amazing in dealing with how busy shifts can be and taking on the responsibility of walking and being dispatcher as needed.

The director of Volunteer Logistics is keen on planning some casual events for our volunteers, so that they are able to get to know each other. We have a volunteer appreciation board in our office and volunteers are beginning to use it to shout out each other. This is helping to create a positive and encouraging environment where volunteers feel appreciated.

It is also nice to see that volunteers have been comfortable with reaching out to the executive team with issues or concerns that they may have. They try their best to resolve those issues on their own but do notify as needed. This makes navigating and managing volunteer interaction a lot easier.

CURRENT CHALLENGES

Our biggest challenge this month has been accommodating the heavy service usage. It is much higher than it has ever been before, and while that is fabulous, it can be quite difficult on our volunteers. There are so many shifts where walkers are walking non-stop for 4 hours, this means that dispatchers end up being responsible for keeping tabs on multiple teams at once. It can get very overwhelming. As execs, we have been stepping up and helping both walkers and dispatchers feel less overwhelmed. However, what I am finding is that many of our returning walkers are struggling the most. They have always found SWHAT to be a good place to study in and many are unable to do that. For this reason, we have had a few of our returning walkers ask for breaks and/or drop out. This is unfortunate, and my exec team and I are still working to find a solution for it. We are looking to figure out to make our shifts less overwhelming. Hiring additional volunteers will help to shifts run more smoothly, however, I don't believe it will be enough. My exec and I will be meeting this week, so we will be discussing this issue more then.

SUCCESSSES

This has been a very successful month. Our volunteers have been the best and we have been getting great feedback from the undergraduate population. It is nice to see that SWHAT has been a regular part of many students' days and that they feel comfortable with us accompanying us home.

Our biggest success this month has been volunteers stepping up to cover open shifts, because this has helped us to meet our large demand for walks. I hope that this continues for the rest of the month, however, with the start of midterms, it is hard for volunteers to remain this available. Regardless, myself and the rest of the executive team are very thankful and happy to see that our volunteers genuinely enjoy being a part of the service.