



## 2018-2019 Executive Board Meeting

**Topic:** Executive Board Meeting 18-13

**Date & Time:** Thursday, October 18, 2018  
11:30 a.m.

**Place:** MSU Boardroom, MUSC 201

<b>Items:</b>	1)	Adopt Agenda	
	2)	Adopt Minutes EB 18-11,	
	3)	EFRT Report	Samantha Aung
	4)	Food Collective Centre Report	Hannah Philip
	5)	MAC Farmstand Report	Shailee Siddhpuria
	6)	Macademics Report	Angel Huang
	7)	Sponsorship & Donations Committee Recommendations	Robinson
	8)	Wage Review	Robinson
	9)	Committee of the Whole - Services	Epifano
	10)	Closed Session	Epifano
	11)		

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

### Motions

- Moved** by Robinson, **seconded** by \_\_\_\_ that the Executive Board approve the following recommendations from the Sponsorship & Donations Committee:
  - \$250 donation to Laura Gelowitz
  - \$250 donation to Lydia Zomparelli
  - \$250 donation to Mateusz Faltyn
- Moved** by Robinson, **seconded** by Warwani that Executive Board approve the wage recommended by the Wage Review Committee for the Welcome Week Faculty Societies Coordinator as a C6, with provisions as outlined in the attached memo.
- Moved** by Epifano, **seconded** by \_\_\_\_ that the Executive Board move into Committee of the Whole to discuss the Services that presented the meeting before. (Spark, SWHAT, WGEN, Diversity Services)

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

**Called to Order 11:32am**

**Present** Epifano, Farah, Florean, Hackett, MacLean, Robinson, Roshan, Warwani  
**Late** Bertolo  
**Absent**  
**Others Present** J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), Hannah Philip (FFC Director), Angel Huang (Macademics Coordinator)

**1. Adopt Agenda**

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

**Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Robinson, **seconded** by Warwani to adopt the minutes from the Executive Board meetings 18-11 – September 27, 2018 and 18-12 – October 4, 2018, as circulated.

**Passes Unanimously**

**3. Macademics Report – Angel Huang presented**

- Huang summarized the report.

**Questions**

- MacLean asked if Huang had thought of partnering with Faculty Societies. Huang responded that they had, and that they will be speaking to the Academic Advisory Committee about it.

**4. Food Collective Centre Report – Hannah Philip presented**

- Philip summarized the report.

**Questions**

- Roshan asked if second course was advertised on Facebook. Philip responded that it was.
- Robinson asked if 'no lunch money' helped. Philip responded that the group did help with sending out texts day of.
- Florean asked how ordering for Good Food Box was going. Philip responded that it was going well.

**5. Farmstand Report – report attached**

- Epifano went over the report.

**Questions**

- Warwani asked if the service was looking into other produce suppliers since one of them is retiring. Epifano responded that the PTM will be looking into that.
- Farah asked if the stand could be moved indoors. Wooder stated that they could look into it, but when making the bookings the service knew that it would be outside until the end of term.

**6. EFRT Report – report attached**

- Epifano went over the report.

#### Questions

- Warwani asked how they found recruitment and training this year. Epifano responded that the report spoke to this in 'Successes'. Epifano added that the service added a third part to the training, First Aid testing, and that it went over well because it required less interviews.

#### 7. Sponsorship & Donations Committee Recommendations

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

- \$250 donation to Laura Gelowitz
  - \$250 donation to Lydia Zomparelli
  - \$250 donation to Mateusz Faltyn
- Robinson went over the memo with the Board.

#### Vote on Motion

**Passes Unanimously**

#### 8. Wage Review

**Moved** by Robinson, **seconded** by Warwani that Executive Board approve the wage recommended by the Wage Review Committee for the Welcome Week Faculty Societies Coordinator as a C6, with provisions as outlined in the attached memo.

- Robinson went over the memo with the Board.
- Hackett asked what the rationale was for the change in wages.
- Robinson explained that it was the addition of event planning and decision making.
- Epifano added that this was in addition to sitting on the new committees. The job description was changed before and wasn't brought forward to a wage review, so this includes previous changes made as well.

#### Vote on Motion

**Passes Unanimously**

#### 9. Committee of the Whole – Services

**Moved** by Epifano, **seconded** by Robinson that the Executive Board move into Committee of the Whole to discuss the Services that presented the meeting before. (Spark, SWHAT, WGEN, Diversity Services)

**Passes Unanimously**

#### Bertolo arrived at 11:53am

**Moved** by Epifano, **seconded** by Robinson that the Executive Board move out of Committee of the Whole and to Rise and Report.

**Passes Unanimously**

**Rise and Report**

- Epifano summarized what the Board discussed and will be giving feedback to the Services. The Board thought that every service was doing a great job.

**Spark**

- The Board discussed that Spark hit registration with 200 people, however only get 2-3 students per session, and Spark should look into more registration. It was brought up this this could affect the service in terms of session planning though.

**10. Closed Session**

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

**Passes Unanimously**

**11. Return to Open Session****Information and Questions**

- McGowan stated that they have been in talks about developing a part-time staff issues committee. They explained that it's for them to bring forward general concerns. McGowan stated that the full-time staff have something similar, and it's isn't a supervisory or disciplinary board. They added that they will bring something forward in the next couple of weeks.
- Bertolo announced that the Municipal Election will be October 22, and that the Advocacy department will be walking people to the polls. Bertolo let the Board know that the Advocacy Coordinator job posting was now online.
- Roshan stated that they had met with the HSL Director and that renovations on are on the way. Roshan stated that they are trying to see if the library can do extended hours for Saturday too.
- Florean stated that they are trying to get people interested in running for the Business Caucus seat and has been sending emails to people letting them know how to run.
- Warwani reported that they had met with the Provost and it looks as though all of the Budget Submission asks will be done. They stated that each different head of department will submit the asks with the budget submissions. Warwani reported that they have been meeting with Susan overseeing the ArtSci program, and for the first time in a long time the academic advisors have been reprimanded for their actions.
- Hackett reported that the debate on Tuesday for Ward 1 candidates went well. They stated that people liked the format and questions. Hackett announced that the charging stations have finally arrived and will be going out across campus.
- Robinson announced that the SLEF portal is now open. Robinson stated that they will be working with a group of engineers from the Civil Engineering Management course to do a review of TwelvEighty.
- Florean asked Robinson why Engineering, and not Commerce. Robinson responded that the group reached out to them about doing the project as their capstone.
- Epifano reported that hiring is happening, and thanked the Board about getting back to them about applicants. Epifano stated that they were excited that the Operations Coordinator and Office Clerks will be taking on a large role in coordinating hiring, as that will hopefully take the pressure off of them. Epifano announced that after some back and forth with Good 2 talk and Kids Help Phone the MSU has now submitted five entries for the databases to make referrals to peer support services.
- Wooder stated that the Education team did a great job with the debate and that there was great media coverage. SHEC is rolling out sex 101, and MAC Pride is next week.
- Hackett reported that they and their faculty have been creating a mentorship program, and if anyone knows a student in social sciences and want to be mentored to contact them.

**12. Adjournment and Time of Next Meeting**

**Time of Next Meeting:**

**Thursday, October 25, 2018  
11:30am  
MSU Boardroom, MUSC 201**

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

**Passes by General Consent**

**Adjourned at 12:31pm**

/vs



# REPORT

*From the office of the...*

## Macademics Coordinator

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TO: Members of the Executive Board  
FROM: Angel Huang  
SUBJECT: Macademics Report 4  
DATE: October 16th, 2018

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### YEARPLAN UPDATE

This past month, my exec team and I have begun working with our volunteer team and have started to get into the routine of meetings, deadlines, and consistent communication. I don't have very much to report on this month, so my EB report will be brief. In summary of the recent weeks, my team and I have:

- hosted a film screening of "The Right to Learn" with director, Conor DeVries
- consolidated the administration of 'McMaster Used Textbook Sales' Facebook group
- completed volunteer training with team of 20 volunteers
- worked with MacPherson to formulate Student Partners project proposal
- worked on gearing up for TAC nominations
- begun working within subcommittees

Overall, my service has been on track with our year plan and goals. I am feeling confident and excited for TAC nominations! Below is a synopsis of what's ahead for Macademics in the next few weeks:

- TAC nomination season
- Course evaluation promotions
- Blog 2 release
- "Back to the Grind" event with Spark
- Facebook contest launch

### SERVICE USAGE

Our Facebook page, @MSU.McMaster, has grown to **977** likes and **989** followers from the previous 960 likes and 972 followers. Our Twitter accounts, @MSU\_Macademics and @MSU\_TAC, have remained relatively stagnant thus far this year. I am hopeful that our Facebook contest in the upcoming weeks will help boost the page to 1100 likes, especially now that our volunteers can share posts to their networks too.

As well, the confusion surrounding administration of the Facebook group, “McMaster Used Textbook Sales [All Years],” has been resolved such that Macademics maintains “Admin” status and the Campus Store maintains “Moderator” status. The group has grown to **30,908** members from 30,800 and the rate of growth has begun to decrease since the beginning of the school year. Everything with the group is smooth sailing and I have updated the “Announcement” at the top of the page to tag Macademics as the owner of the group, a small disclaimer, and updated rules for posting in the group.

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

Macademics’ recent activity can be summarized here:

### **Film Screening of “The Right to Learn”**

Conor DeVries, a recent Ryerson film grad, reached out to the MSU in the summer asking for help with organizing a screening at McMaster as part of his Canada-wide university tour. The event itself ran smoothly and the director was happy, but turn-out was unfortunately very, very low. In total, there were 9 people in attendance, but Conor mentioned that the turnout at other schools’ screenings was typically around 5-10.

### **McMaster Used Textbook Sales – Facebook group**

Everything with the group has finally been resolved and things have carried on as usual on the admin side. Recently, there has been a lot of misuse in the form of posts advertising random services and items, but I have been monitoring the group closely and responding to member-reported posts.

### **Volunteer Training**

We completed volunteer training and surveyed the team for feedback on the training session. All four subcommittees (Research and Resources, TAC, Course Wiki, and Promotions) are set-up on Facebook and the execs are happy to have their volunteer teams.

### **MacPherson Institute Student Partners Project Proposal**

A proposal is in the works to be submitted early November.

### **TAC Nominations**

We’re currently gearing up for TAC nomination period at the end of the month, from October 29<sup>th</sup> to November 9<sup>th</sup>.

### **Volunteer Subcommittees**

All four subcommittees have set up modes of communication and regular meeting times. Everything is looking great and the execs have certainly taken more initiative.

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

Upcoming events and projects include:

### **Blog 2 Release**

Our second monthly blog will be released at the end of the month.

### **Course Evaluation promos**

We're currently planning for course eval promo, hoping to inject more creativity this year.

### **Back to the Grind – collaboration with Spark**

The study session event will take place on Oct. 29<sup>th</sup>. Planning is all done; promotions will begin this week.

### **Facebook Contest**

The promo team has created an Facebook contest idea inviting students to create wholesome, academic memes. The top 5 will be posted and voted on to finally wind down to 3 winners.

### **Other News**

We will continue to make plans for video promo for course eval season as well as the Teaching Awards ceremony. We have lots of cool things to think about for the rest of the month!

## **VOLUNTEERS**

Our volunteer team consists of 20 volunteers that make up four subcommittees under the following execs: Research and Resources, TAC, Course Wiki, and Promotions. Everyone has been trained and subcommittees have had their first meetings as teams. We will be having monthly group meeting with all execs and volunteers present to promote community and transparency – our first big group meeting is this Friday and will focus on preparing for TAC nomination tabling.

We have also ordered Macademics t-shirts and will be providing all volunteers and execs with t-shirts for tabling and events.

## **SUCCESSSES**

This past month, I feel successful about these things:

- i) Volunteer team is enthusiastic and on top of things!
- ii) Execs have been taking more initiative, bringing many ideas to the table, and have shown significantly more commitment - especially since volunteer subcommittees have been established.
- iii) I'm glad to have resolved everything with the McMaster Used Textbook Sales group!

## **CURRENT CHALLENGES**

We've been having a bit of trouble with student engagement, whether online or in person. Hopefully TAC nominations will help with building momentum for the service as it is a much higher-exposure campaign than others.



**BUDGET**

Overall, we are on-track with our budget plan, though promotions have been eating up a large portion of the Annual Campaigns budget. My promo exec and I will be working together to try to keep costs down in the future by recycling applicable materials.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6102-0312		
TCHA -		
ANNUAL		
CAMPAIGNS	Film screening (AVTEK)	
	TOTAL SPENT IN LINE	201-
	REMAINING IN LINE	1299
6102-0312		
TCHA -		
ANNUAL		
CAMPAIGNS		
	Giftcard to film director, Conor DeVries	50-
		1249
6102-0312		
TCHA -		
ANNUAL		
CAMPAIGNS	Facebook contest prizes (giftcards)	
	TOTAL SPENT IN LINE	35-
	REMAINING IN LINE	1214
6501-0312		
TCHA - ADV.	Blog infographic base (\$165), Digi-lite for	
& PROMO.	Spark event (\$75), Standard for TAC	
	promo (\$225)	
	TOTAL SPENT IN LINE	465-
	REMAINING IN LINE	1215
<i>TOTALS</i>		
TOTAL BUDGETED DISCRETIONARY SPENDING		-7550
TOTAL ACTUAL DISCRETIONARY SPENDING		-810.35
REMAINING DISCRETIONARY SPENDING		-6739.65

**OTHER**

Please help promote Teaching Award Nominations in November! ٻڌ



# REPORT

*From the office of the...*

## Mac Bread Bin/ MSU Food Collective Centre Director

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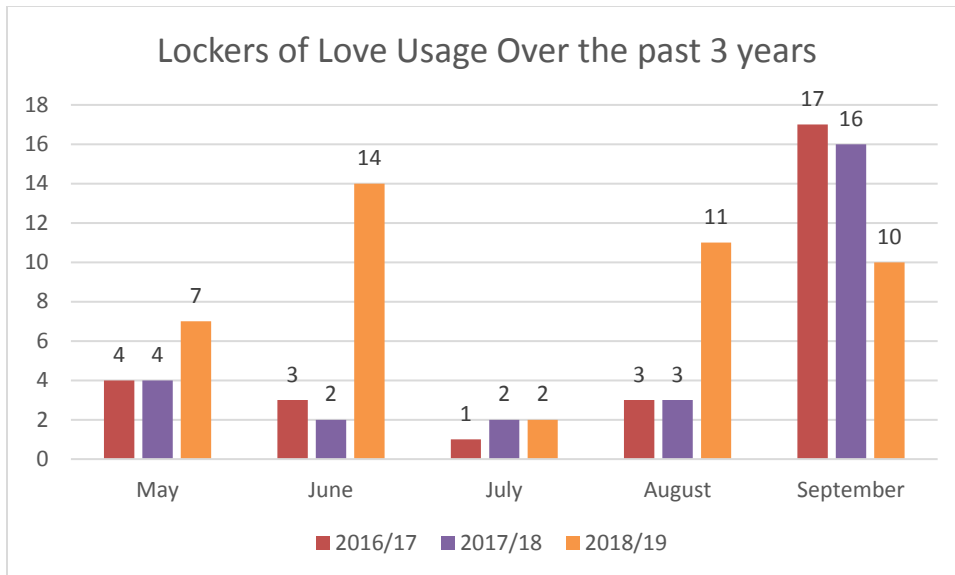
TO: Members of the Executive Board  
FROM: Hannah Philip  
SUBJECT: MSU Food Collective Centre Report #4  
DATE: October 16<sup>th</sup> 2018

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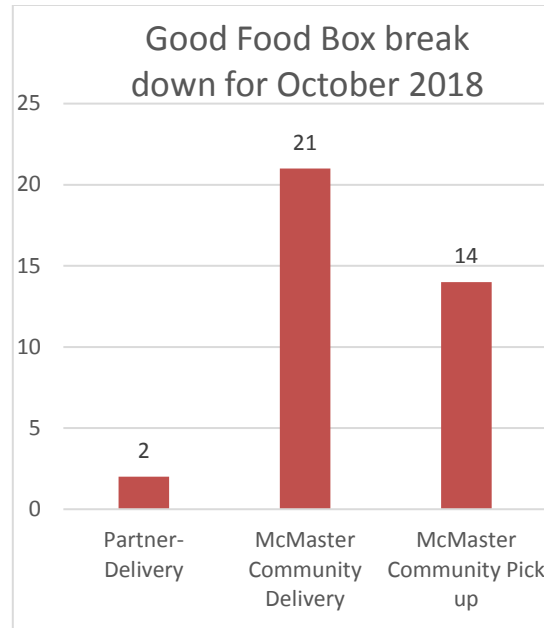
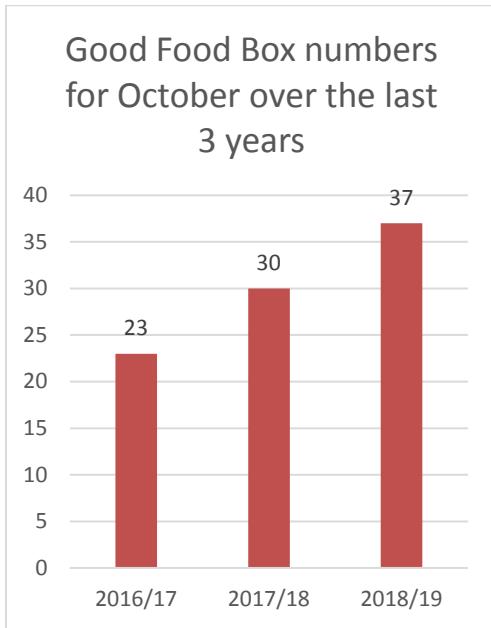
### YEARPLAN UPDATE

Since the last report, we've successfully opened our Food Collective Centre space which is fully functional! Our volunteers have all been trained and are already hard at work to make our space open and inviting. Good Food Box + Delivery went very smoothly and our service usage is either increasing or staying the same.

### SERVICE USAGE



Lockers of Love usage is steady. Historically September tends to be a difficult month due to payment deadlines for tuition and the service usage for this month is relatively normal.



Good Food Box usage has increased this year, the incentive of free delivery probably contributes to the higher numbers.

The majority of our customers tend to pick the delivery option, but we would love to push more individuals to make use of Delivery.

## PAST EVENTS, PROJECTS & ACTIVITIES

### Food Collective Centre Grand Re-Opening

We had a good turn out with keen individuals, but it felt as though everyone who showed up was already aware of our space and of the issue of food (in) security. Next year I would recommend that the Opening event be held later in the year so that we could pick a more opportune time and be able to promote other upcoming events as well to reach a larger base of individuals who may not have heard about our service before.

### Good Food Box

Our first Good Food Box packing went really well! We were able to get all 37 boxes packed and ready to go before 10 AM for Hamilton Cab to pick up and deliver to the houses.

We let all our volunteers go while we waited for Hamilton Cab and next month I would probably ask a few to stick around so that we have at least one volunteer to each cab so that the process of packing the boxes into the respective cab is more streamlined.

While most of our Good Food Boxes were delivered, some individuals preferred to pick up the boxes themselves. This may be due to them living outside of Hamilton or simply being unfamiliar with the delivery program.

While this isn't necessarily an issue, we would lessen the load on students (literally speaking as the boxes are quite heavy) by delivering to their houses where possible.

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

### **Second Course**

Coming up (technically yesterday). We will receive 200 baked good items from Hospitality services and distribute in Bridges to give interested students a little extra free food to get them through their day. We'll also be using this opportunity to talk about our service and our upcoming campaign Trick or Eat.

### **Trick or Eat**

On Halloween eve we will be going out into the community and picking up non-perishable items. This is our largest event of the year and the majority of the items will be going to Living Rock, a fantastic resource for underprivileged youth in Hamilton.

### **Food Insecurity Session with Spark**

Looking forward to planning a small cooking session this November with Spark and use this opportunity to talk about food (in)security at McMaster as well as the resources available.

## **BUDGET**

We spent 444 dollars last month to purchase Good Food Boxes through Grace Lutheran Church.

## **VOLUNTEERS**

Volunteers seem to have no issues so far. They are all trained and keen and so far we have no issues with missing shifts or a lack of communication.

## **CURRENT CHALLENGES**

Making volunteers feel like part of the larger Food Collective Centre Family. With 1 hour shifts once a week, and/or 2-hour Good Food Box packing once a month, volunteers may feel a little disconnected. We hope to remedy that with volunteer socials once a month and involving them more with our campaigns. Getting our volunteers to come and participate in all aspects of Trick or Eat might be a good start.

## **SUCSESSES**

Good Food Box packing and Delivery went more smoothly than I expected, I had absolutely no heart palpitations and everyone seemed content with each aspect of the process.



# REPORT

*From the office of the...*

## Mac Farmstand Director

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TO: Members of the Executive Board  
FROM: Shailee Siddhpuria  
SUBJECT: Mac Farmstand Report #5  
DATE: October 18<sup>th</sup>, 2018

### **YEARPLAN UPDATE**

Since the last EB report, we have successfully run Local Food Fest, promotional events, and normal stand operation. Nearing the end of my term, I am looking now toward providing resources for individuals who wish to continue purchasing local and how they can continue to support the mission during the winter months. Though the weather has been cold at times, we have been pretty lucky in terms of rain. Hopefully, it continues to be in our favour for the remaining two weeks. We have also seen an increase in our volunteer numbers.

### **SERVICE USAGE**

We had a high student engagement during local food fest, as well as over 10 live musical performances by students at McMaster. We were also joined various community partners from McMaster, which attracted more students. Event attendance for an open event like this is hard to gage, though, overall, the numbers were similar to how many people have been there in the past years. We ran out of about ~200 pieces of corn within the first 1.5 hours.

Generally, there has also been good sales at the stand, with number varying each week, though there was an overall decline prior to reading week -likely due to students' plan to go home for the week. Our earnings have varied from last year, with our highest earning this year being ~1100-1200/week. However, we have seen an overall reduction in the number of people that visit the stand on average (appx. 100 people come by on Wed this year, whereas last year we had up to 130 people come). This may be due to \$0.50-\$1.00 increases in our baked goods prices this year which is a barrier for some customers.

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

#### **Local Food Fest**

My executives, CSRs, and volunteers worked very hard to ensure that this event runs smoothly. We had live music playing all through out, pumpkin painting operated and numerous samples, including corn, jam taste tests, and local popcorn! Among our partners this year, we were also very fortunate to have OPIRG, the SWC, Food Collective Centre, Mac Veggie Club, and Sustainability Office come out to set up a booth. Though the weather was overall windy, which led to some difficulty in our set up, we were still able to put it together by 11am and attract many students. Everyone

thoroughly enjoyed the samples and atmosphere of the local food fest. We are extremely thankful to the Maroons for their generous efforts in helping us run the sample stations during entirety of the festival. Overall, the planning and effort put in by my entire team paid off quite well!

**Volunteer Orientation**

Having promoted during our operation hours and continuing into Local Food Fest, we were fortunate to have more individuals reach out wanting to volunteer. We have held multiple volunteer orientation sessions run by myself and/or my volunteer coordinator. We have not had too many issues with staffing the stand this year as our CSRs have been fairly flexible. We did have an issue with our new CSR, who was facing some challenges at home, and thus was not able to work at the stand for many hours. To address this, other CSRs were willing to take up more hours and I reached out to this CSR for any additional concerns that I may be able to assist with.

**Weekly Sales Events**

We will be continuing to host weekly sales at our stand to encourage more traffic.

**BUDGET**

I've included the money spent at the stand + revenue as a total from August 28-Oct 4. This should give an indication of how much we're "earning" at the stand.

<b>ACCOUNT CODE</b>	<b>ITEM</b>	<b>BUDGET / COST</b>
<b>6501-0315</b>	Stickers + Button for end of season promo	
	TOTAL SPENT IN LINE	Still to be invoiced.
	REMAINING IN LINE	1200.43
<b>4301-0315</b>	<b>Stand Operations (Aug 29-Oct 4)</b>	5019.42
	TOTAL SPENT IN LINE	11,020.59+5019.42= <b>16040.01</b>
	REMAINING IN LINE	---
<b>3301-0315</b>	<b>Stand Revenue (Aug 29-Oct 4)</b>	(5290.60)
	TOTAL Revenue IN LINE	(9,825.06)+(5290.60)= <b>(14575.65)</b>
	REMAINING IN LINE	---
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
<b>TOTALS</b>		
<b>TOTAL BUDGETED DISCRETIONARY SPENDING</b>		
<b>TOTAL ACTUAL DISCRETIONARY SPENDING</b>		
<b>REMAINING DISCRETIONARY SPENDING</b>		

**UPCOMING EVENTS, PROJECTS & ACTIVITIES**

**Free Pumpkins for Halloween**

Since we have some pumpkins left over from local food fest, we will be providing everyone a free given they make a purchase exceeding \$5. We are also trying to encourage produce sale.

### **Local Food in the Winter Campaign**

As the winter months approach, the amount of produce available locally tends to diminish. This year, as part of my effort to continue the mission of Farmstand into the winter months, I have been putting together a collection of resources that I will be distributing during our last week (i.e. next week) to introduce options that we have in terms of buying and eating local, as well as additional options for sustainability.

### **VOLUNTEERS**

Our volunteer coordinator has successfully trained many volunteers for October and we are seeing fresh faces at the stand every day! This is very exciting as it keeps the stand much livelier and keeps everyone's spirits up in this changing weather.

### **CURRENT CHALLENGES**

A significant challenge we have faced this year is that we were unable to get enough partners to form a Local Food Discount Card due to its low use in the first two years. I hope to work with the next year's coordinators to brainstorm other ways to promote local and sustainable businesses. As well, the owners of Simply Thyme (our organic produce supplier) are retiring this year, and thus we will require another supplier if Farmstand wishes to continue selling organic produce in its 2019 season.

### **SUCSESSES**

The stand has seen great success since the school year started. I am very grateful for all of the volunteers, CSRs, and my executives for all of the advocacy work they do to promote the mission of Farmstand. I am rewarded by all of the feedback provided by the customers. Since this is my last year at McMaster, I am very very sad to know that these two coming weeks may be my last in seeing the tent go up in the MUSC/Mills Plaza.



# REPORT

*From the office of the...*

## EFRT Program Director

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TO: Members of the Executive Board  
FROM: Samantha Aung  
SUBJECT: Emergency First Response Team Report 5  
DATE: September 13<sup>th</sup>, 2018

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### YEARPLAN UPDATE

Overall, I have been able to keep on track to my year plan in September. The details of the orientation restructure are outlined in successes as well as the upcoming October plans for rookie EMR can be found in both future project and volunteers.

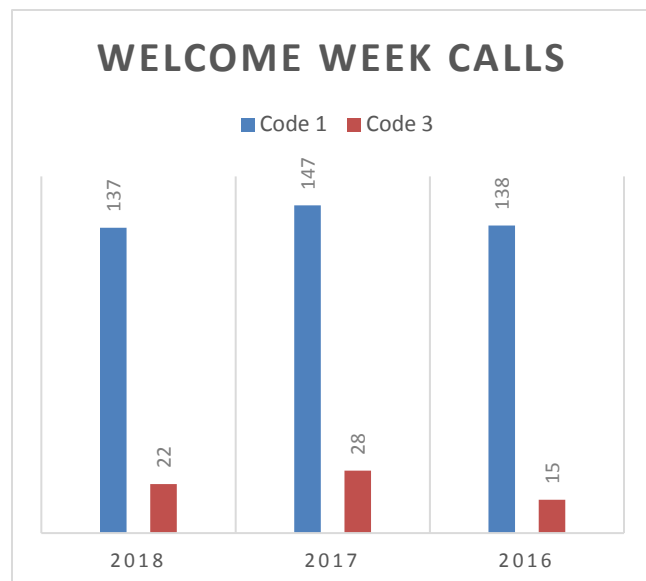
Looking ahead, I am excited to see how the new rookies become a part of the team and myself and the executive team are working hard to support the rookie responders as well as other responders to ensure that they are not only able to main a proper standard of care and training but are also able to enjoy being a part of EFRT. We are continuously looking at ways, such as providing snacks, to improve the responder experience.

### SERVICE USAGE

The below graph outlines the calls in the month of September. This year held an average number of overall calls as well as a comparable number of code 3, ambulance activations, to the previous two years. This service usage is typical with the high beginning of year use of the EFRT, as students begin to settle into the school year.

### PAST EVENTS, PROJECTS & ACTIVITIES

As will be further outlined in successes and volunteers, the EFRT has completed its orientation process! The team is excited to have 12 new members to train and soon to start running shifts.





**UPCOMING EVENTS, PROJECTS & ACTIVITIES**

The focus of the upcoming month is the training of our rookie responders. This weekend will be their Emergency Medical Responder training. The training will be conducted by members of the executive team, the team and alumni. It will include training in the common calls that the EFRT responds to, EFRT specific protocols and the requirements to meet Red Cross standards. The weekend will be followed by weekly training requirements to cover all of the content required for certification.

**BUDGET**

The below is based off of the August 2018 Statement

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
3271-0107	August Course Revenue	(6,455.20)
	TOTAL SPENT IN LINE	(22,550.20)
	REMAINING IN LINE	42449.8
5501-0107	Red Cross Payments July	555.76
	TOTAL SPENT IN LINE	765.49
	REMAINING IN LINE	34.51
5315-0107	August Supply Order and Humanity Team software purchase	1547.27
	TOTAL SPENT IN LINE	2,456.94
	REMAINING IN LINE	7543.06

Spending in the repairs budget line is higher than expected. This is due to more certified bike maintenance a Perik’s as well as bike locker repairs and biohazard disposal which also goes into this budget line. To accommodate spending in team supplies will be monitored and suggestions to the 2019-2020 budget will be considered.

As previously mentioned a proposal for the new radios is being put together to be brought to the SRA as soon as possible. Alternatives to whole executive team radios are being explored with Spectrum Communications and Security to help to decrease costs. We currently have ideas from other campus response teams on how to operate executive team coverage and will use the options given by spectrum to find the most cost-effective method. This has delayed the q-CPR discussions as efforts are currently focused on the radios. After radio purchase q-CPR is slated as the next top priority.

**VOLUNTEERS**

This month we completed our rookie selection and are excited to welcome 12 new team members to the team. The new members will begin their Red Cross Emergency Medical Responder training this upcoming weekend as well as being their shadow shifts. To welcome volunteers we will be hosting a team bonding bonfire at the alpine compound to get them oriented with the members of the team and as a fun opportunity to interact and ask questions about the team before their formal training.

## **CURRENT CHALLENGES**

The month of September contained an incident with Hamilton Fire and EFRT responders. Due to patient and responder confidentiality the details of the incident are not outlined in this report but follow up with the VP admin and the MSU general manager have been conducted. My self and John McGowan have been in contact with the Deputy Chiefs of both the Hamilton Fire Department and the Hamilton Paramedics Services to clarify the issue that occurred. Our meeting included an offer to have both deputy chiefs attend an EFRT advisory board meeting. The meeting resulted in what we hope is a better understanding of how our two services can work together as well as some connections for the EFRT to use in the future. This is a start of what we hope will be a relationship building process for the EFRT and Hamilton's Emergency Services.

## **SUCSESSES**

The past month EFRT completed Orientation, our annual hiring process. This year we introduced a third step to the process. Candidates were required to complete a first aid test as the first part of the orientation process. This allowed us to limit the number of interviews we conducted which helped as the smaller team this year was better able to accommodate for the number of interviews. After interviews the orientation weekends ran smoothly with many alumni coming back to both present and help asses candidates. The team was able to provide input on hiring choices, and the overall process which will be used in the Assistant Directors transition manual for the next year to help continuously improve the process. The team is excited about the new rookies and we are hoping that they are excited to be a part of the team!



# MEMO

*From the office of the...*

**AVP (Finance)**

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TO: Members of the Executive Board  
FROM: Alexandra Johnston, AVP Finance  
SUBJECT: EB Report for Sponsorship and Donations  
DATE: October 16, 2018

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Dear members of EB,

The Sponsorship and Donations Committee met on October 3<sup>rd</sup>, 2018 to discuss requests submitted for Sponsorship and Donations. Voting members were able to provide their input on the allocation of funding for these applications. In this meeting, the decisions were as follows:

1. \$250 as a donation to Laura Gelowitz to support them with their McMaster Women's Hockey Team expenses.
2. \$250 as a donation to Lydia Zomparelli to support them as they are speaking at International Wound Congress Rome, Italy.
3. \$250 as a donation to Mateusz Faltyn to support them as they are travelling to the University of Iowa to complete a research elective.

This is the second time this year that the Sponsorship and Donations Committee is making a recommendation to the Executive Board. As such, should the recommendations be approved the fund will now sit at \$7,410 to be used throughout the remainder of the year.

I am available to answer any questions that you might have.

Thank you,  
Alex Johnston

Associate Vice-President (Finance)  
avpfinance@msu.mcmaster.ca



# MEMO

*From the office of the...*

## Vice-President (Finance) & CFO

TO: Executive Board  
 FROM: The Wage Review Committee (Scott Robinson, Maddison Hampel, Tasneem Warwani)  
 SUBJECT: Welcome Week Faculties Societies Coordinator wage  
 DATE: October 16, 2018

**Dear Executive Board,**

The Wage Review Committee has met and assigned a wage for the **Welcome Week Faculties Societies Coordinator** position. After scoring the position, the role has been graded as a C6 (see chart below).

Class	Hourly Rate	1	2	3	4	5	6	7
A	14.15							
B	14.65	\$87.9 4-6 hours per week	\$117.2 6-8 hours per week	\$146.5 8-10 hours per week	\$175.8 10-12 hours per week	\$205.1 12-14 hours per week	\$234.4 14-16 hours per week	
C	15.15	\$90.9 4-6 hours per week	\$121.2 6-8 hours per week	\$151.5 8-10 hours per week	\$181.8 10-12 hours per week	\$212.1 12-14 hours per week	\$242.4 14-16 hours per week	\$272.7 16-18 hours per week
D	15.65	\$125.20 6-8 hours per week	\$156.50 8-10 hours per week	\$187.80 10-12 hours per week	\$219.10 12-14 hours per week	\$250.40 14-16 hours per week	\$281.70 16-18 hours per week	\$313.00 18-20 hours per week

This was determined using the Job Questionnaire completed by the previous WWFC, Josh Marando. Josh's answers to questions about the role were graded and correlated to a grade on the chart. This is an unusual position to grade, as the hours of the position fluctuate greatly, with some weeks only requiring 10 or less hours, and others requiring 30 (weeks leading up to and encompassing Welcome Week). Previously, the role was graded at a B (\$14.65 per hour), with 5 hours per week expected until April 30 as well as post-Welcome Week until October 31, and 30 hours per week between May 1 until the end of Welcome Week. Taking this into account, the Wage Review Committee feels the hours should be on a sliding scale throughout the year, increasing as Welcome Week approaches. The total hours for the contract will still be a max of 640 hours (16 hours per week x length of contract), however the hourly expectations shall be as such:

- Month of January:** 6 hours per week
- Month of February:** 7 hours per week
- Month of March:** 7 hours per week
- Month of April:** 7 hours per week
- Month of May:** 30 hours per week

**Month of June:** 30 hours per week  
**Month of July:** 30 hours per week  
**Month of August:** 30 hours per week  
**Month of September:** 7 hours per week  
**Month of October:** 6 hours per week

The Wage Review Committee feels that the hourly wage increase to the C level, as well as the sliding scale of the hours, will better account for the time demands of the role.

Should there be any questions or concerns please do not hesitate to contact any member of the Wage Review Committee.

**Scott Robinson**

Vice President (Finance)

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