



## 2018-2019 Executive Board Meeting

**Topic:** Executive Board Meeting 18-14

**Date & Time:** Thursday, October 25, 2018  
11:30 a.m.

**Place:** MSU Boardroom, MUSC 201

**Items:**

1)	Adopt Agenda	
2)	Adopt Minutes	
3)	Maccess Report	Hilary Zorgdrager
4)	MACycle Report	David Zaslavsky
5)	Pride Community Centre Report	Miranda Clayton
6)	Proposed Part-Time Issues Committee	McGowan
7)	Committee of the Whole - Services	Epifano
8)		
9)		
10)		
11)		

**Objectives**

1)	Adopt Agenda
2)	Adopt Minutes
3)	Report
4)	Report
5)	Report
6)	Discussion
7)	Approval/Discussion
8)	
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. (EFRT, FCC, MAC Farmstand, Macademics)

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

**Called to Order 11:31am**

**Present** Epifano, Farah, MacLean, Robinson, Roshan  
**Late** Florean, Warwani  
**Absent** Bertolo, Hackett  
**Others Present** J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), Maddison Hampel (Operations Coordinator), David Zaslavsky (MACycle Director)

**1. Adopt Agenda**

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

**Amendments**

- Epifano – Strike Maccess and Pride Reports
- Epifano – add Closed Session
- Epifano – add ‘Strike Hiring Committee’
- Farah – add ‘Elevate EB’

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

**Passes Unanimously**

**2. MACycle Report – David Zaslavsky presented**

- Zaslavsky summarized the report.

**Florean arrived at 11:35am**

**Warwani arrived at 11:35am**

**Questions**

- Epifano saw that there was approval for hanging up signs near the bike racks. Epifano asked if they would have general safety signs. Zaslavsky responded that they didn’t know but have put in orders for lawn signs. They added that they would have liked to have it done in conjunction with the service’s giveaway of lights.
- Epifano asked if there was something that the MSU could do promotionally without the lights. Zaslavsky responded that they had ordered a bunch of stickers, but that it wasn’t as enticing.
- Wooder asked if anyone from Hamilton Police Services contacted Zaslavsky about the annual bike safety blitz. Wooder stated that the HPS will be blitzing students running through stop signs.
- Florean asked about the November event with the lights. They asked if they wouldn’t be receiving them. Zaslavsky responded that they had put the order in three weeks ago but won’t be receiving the lights.
- Scott asked if the service has been putting on workshops for safety. Zaslavsky responded that they have the signs up. They added that they put something on last year but only had two people. Zaslavsky added that they know it’s in their mandate, but the workshops weren’t well received.
- Scott asked if there was money in the budget for MACycle to buy lights for the giveaway anyway and use the ones ordered another time. Zaslavsky responded that they would look into it.

**3. Proposed Part-Time Issues Committee**

- McGowan went over the memo with the Board.

- Hampel went over the structure of the committee with the Board.
- The Board discussed the proposal. They thought it was a good idea. Some felt that there wasn't enough employee representation by number and by division. Epifano stated that they would like to see the BoD member be changed to the VP Admin and asked if they need an Executive Board member and BoD member.
- Epifano took note of the points and stated that Hampel, McGowan, and they will come up with what the pilot will look like and then bring it back to a future meeting.

#### 4. 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. (EFRT, FCC, MAC Farmstand, Macademics)

**Motion Fails due to no Seconder**

#### 5. Elevate EB

- McGowan stated that Farah spoke to them about different ideas for Executive Board to guide discussions. They stated that one of the things brainstormed was leading topics, and that these topics will be put on the agenda when developed to provide background. McGowan gave examples of what to expect, such as challenges with events at Campus Events, or liquor sales at TwelvEighty, trends in media, etc.
- Farah stated that they would like to elevate their meetings. Discussions would be in Committee of the Whole, and topics will be decided the week before the meeting.
- McGowan added that there has been a challenge with Executive Board and short-term versus the responsibility of long-term planning. McGowan felt that this way would be the best to take a few small concepts to develop.

#### 6. Closed Session

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

**Passes Unanimously**

#### 7. Return to Open Session

##### Strike Hiring Committee

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

##### Nominations

- Warwani
- Florean – alternate

##### Vote on Motion

**Passes Unanimously**

#### 8. Information and Questions

- McGowan reported that they have been in talks with the University about fee assessment students and how they're charged fees, and that the University wants to go to a term-based fee and that creates challenges for us. Also, for co-op students and their fees.
- Florean reported that at the MUSC Board of Management, they discussed a wage review for MUSC admin staff, the audited statements were approved, and discussed the Lifetouch lease agreement.
- Robinson stated that they have the financial statements for TwelvEighty for September, and the business unit was doing a great job. Robinson announced that they will be presenting the audited statements to MSU Inc this week. Robinson stated that they had a meeting with the Alumni Association to talk about Homecoming and Light up the Night.
- Warwani announced that OUSA General Assembly will be in two weeks, and training will be this weekend. Warwani stated that they have a lot of meetings lined up with University folks.
- Farah went to the City Manager's breakfast and a lot of talk of LRT and affordable housing happened.
- Roshan announced that the Health Sciences caucus will be having an event about the HSL survey.
- Epifano reported that hiring started this week and has been successful so far. Epifano announced that tomorrow will be the PTM social, and that they will be baking cupcakes tonight with Scott.
- Wooder announced that the SRA by-election was next week. SLEF portal is now open. Underground has given manual inputs for services and can give updates on budgets. MAC Pride is next week, and the rally is on Wednesday.

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

**Time of Next Meeting:**

**Thursday, November 1, 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 12:32pm**

/vs



# REPORT

*From the office of the...*

## MACycle Coordinator

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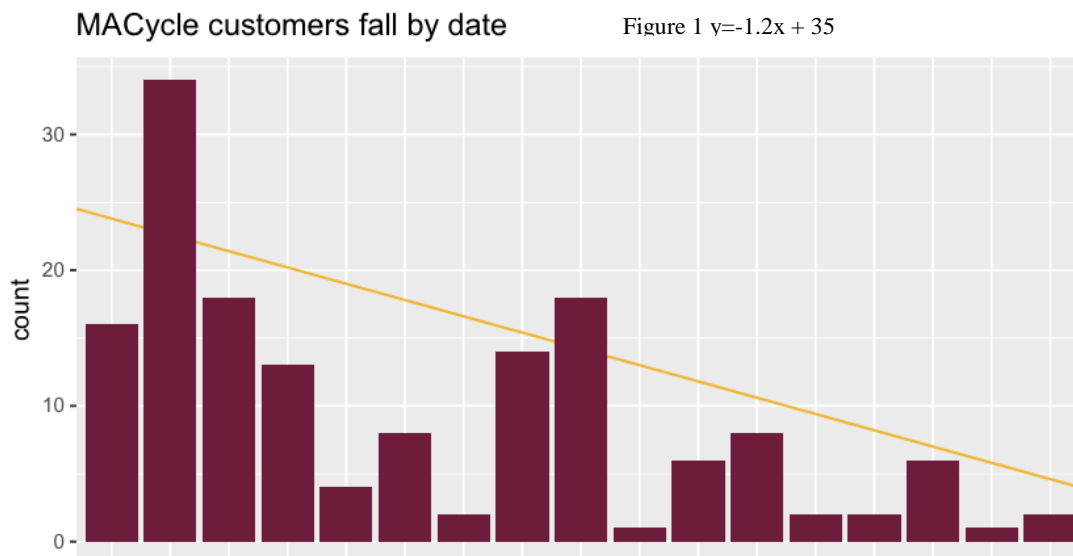
TO: Members of the Executive Board  
FROM: David Zaslavsky  
SUBJECT: MACycle Report 6  
DATE: October 23, 2018

### UPDATE

With about a month left in the shop being open, things are looking peachy. Have regular volunteers at the shop is good. I like friends. Service usage is winding down with the season, less people per day. Ran a bike giveaway which was pretty successful, less so than last year though in terms of social media reach+engagement.

### SERVICE USAGE

As the weather turns colder, we are seeing a decrease in the number of people who are using the service. Again, this is expected. I am not going to try to extrapolate anything from this graph.



### PAST EVENTS, PROJECTS & ACTIVITIES

We previously had our first round of volunteer training for our volunteers who signed up. This went well, and we now have a team of about 5-7 volunteers showing up every week. It's lit

We ran the bike giveaway this year, and we had a pretty good engagement on social media (7.1K reach, vs an average of 400-600 per post). This was less than last year, but we also ran the contest later in the season and for a shorter window, so this could explain the less engagement.

### UPCOMING EVENTS, PROJECTS & ACTIVITIES

Having got approval for hanging up bike signs at bike racks, we are preparing to launch “F-Ride-days” for the month of November until the service shuts down. Basically we’ll be giving out lights to anyone who shows up at the shop on a bike on the Fridays that we’re open. We’ll put up signage near bike racks and post on our social media. How fun!

### BUDGET

<b>MACYCLE</b>				
<i>EXPENDITURE</i>				
<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>	<i>PO SUBMITTED (DATE)</i>	<i>PO APPROVED</i>
6494-0108	MCYC - VOLUNTEER RECOGNITION	\$500.00		
	TOTAL SPENT IN LINE	\$0.00		
	REMAINING IN LINE	\$500.00		
6501-0108	MCYC - ADV. & PROMO.	\$1,800.00		
	Package auction + speakers	\$173.75		
	Stickers	\$112.00		
	TOTAL SPENT IN LINE	\$285.75		
	REMAINING IN LINE	\$1,514.25		
6603-0108	MCYC - SPECIAL PROJECTS	\$1,000.00		
	TOTAL SPENT IN LINE	\$0.00		
	REMAINING IN LINE	\$1,000.00		
6604-0108	MCYC - PARTS	\$5,000.00		
	Pre-Open Restock	\$927.98	09-Mar-18	#5841
	First Restock (PO 2)	\$312.97	04-May	
	PO 3	\$485.50	07-Jun	
	PO 4	\$897.22	06-Sep	
	PO 5	\$1,072.30	21-Sep	
	TOTAL SPENT IN LINE	\$3,695.27		
	REMAINING IN LINE	\$1,304.03		
<b>TOTALS</b>				

<b>AMOUNT BUDGETED</b>	\$8,300.00
<b>HOW MUCH YOU SPENT</b>	\$3,981.72
<b>WHAT YOU HAVE LEFT</b>	\$4,318.28

Part of the reason we have so much money left is because I'm not certain on our 'tab' with the underground – I've asked to see it a couple times and have not heard back. As well, we went *very* over budget last year for parts and we're still clearing out that stock.

### **VOLUNTEERS**

We are going to be running our second volunteer training session either the first or second week of November. This will cover more 'advanced' skills and will probably be attended by fewer volunteers.

### **CURRENT CHALLENGES**

The Underground is pretty slow at getting our materials back but it's cool 'cause they're swamped and I get it.

### **SUCSESSES**

Most volunteers are still showing up for their shifts!



# MEMO

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TO: Executive Board  
FROM: Maddison Hampel (Operations Coordinator)  
SUBJECT: Part-Time Issues Committee  
DATE: October 23, 2018

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## **Background**

The Executive Board is responsible for managing Part-Time employment matters, as time does not permit general outreach through the Vice-President (Administration). In practice, specific employment challenges get escalated to the Executive Board as opposed to general issues. The Board of Directors designed a Full-Time Issues Committee to create a forum for communication. General employment matters are discussed at the Committee and brought to management for further discussion. This system has been in place for 20+ years and provides a transparent process for equitable communication between employee and employer. We would like to pilot an initiative to replicate this approach for part-time staff.

## **Recommendation**

In consultation with John McGowan, General Manager, and Kristina Epifano, VP (Administration), the Operations Coordinator has created a Part-Time Issues Committee policy. The committee's purpose will be to provide a forum for part-time staff to address employment issues as they relate to the McMaster Students Union and discuss resolutions for recommendation to the Executive Board. This committee will provide a formalized process for discussing issues that all Part-Time staff feel need addressing and mirrors the Full-Time Staff Issues Committee. This committee offers Part-Time staff an equal opportunity to discuss any general concerns, best practices, training, and legislation that may affect their employment terms. Recommendations from the committee will be brought to the Executive Board, and in turn will assist in the execution and implementation of changes that will positively impact the employment of Part-Time staff.

## **Composition**

The committee will be made up of the Operations Coordinator (Chairperson), a Board of Directors representative, a Part-Time Management (PTM) staff representative, a Customer Service Representative (CSR) staff representative, and an Executive Board (EB) representative. How members are selected, and their duties and responsibilities are detailed in the attached policy.



**Timeline**

The pilot will run for 1 year, beginning November 1, 2018 and conclude November 1, 2019, after which time a review of the committee will occur. A review of the committee's effectiveness after the pilot project will determine if it will continue in a permanent capacity.

**Final Thoughts**

The Part-Time Issues Committee will offer part-time employees a forum to address and suggest resolutions for general part-time employment matters and offer an output for recommendations to be presented to the Executive Board. This policy mirrors the Full-Time Issues Committee and will begin as a 1-year pilot project to evaluate its effectiveness. Should there be any questions or concerns regarding the committee's purpose or scope, please do not hesitate to speak with Maddison Hampel, Kristina Epifano, or John McGowan.

Thank you,

**Maddison Hampel**

Operations Coordinator

[ops@msu.mcmaster.ca](mailto:ops@msu.mcmaster.ca)