



## 2018-2019 Executive Board Meeting

**Topic:** Executive Board Meeting 18-18  
**Date & Time:** Thursday, November 22, 2018  
 11:30 a.m.  
**Place:** MSU Boardroom, MUSC 201

<b>Items:</b>	<b>Time</b>		
	1)	Adopt Agenda	
	2)	Maccess Report	Hilary Zorgdrager
	3)	MACycle Report	David Zaslavsky
	4)	Pride Community Centre Report	Miranda Clayton
	5)	SCSN Report	Rohan Lohana
	6)	Committee of the Whole - Services	Epifano
	<b>20</b> 7)	Committee of the Whole – Organizational Updates (SAB)	Farah
	8)	Closed Session	Epifano
	9)		
	10)		
	11)		
	12)		

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

### Motions

6. **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, Macademics, Maroons)
7. **Moved** by Farah, **seconded** by \_\_\_\_ that the Executive Board move into Committee of the Whole to discuss the topic on the agenda, as circulated.

**Executive Board Meeting 18-18**  
**Thursday, November 22, 2018 @ 11:30am**  
**MSU Boardroom, MUSC room 201**

**Called to Order 11:30am**

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

**1. Adopt Agenda**

**Moved** by Gandzi, **seconded** by Roshan to adopt the agenda, as presented.

**Amendment**

- Robinson – Add Capital Request for Underground Workstation

**Moved** by Gandzi, **seconded** by Roshan to adopt the agenda, as amended.

**Passes Unanimously**

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

- Zaslavsky summarized the report. They added that they would like to have a system to charge students for specific parts they would like to order. Zaslavsky stated that they will work with Robinson on this.

**Questions**

- Florean asked if Zaslavsky was still getting the lights for bikes. Zaslavsky stated that they ordered different ones as the lights ordered from Underground didn't come in.
- Florean asked if the PTM sent in the promo materials and they didn't come in. Zaslavsky confirmed that they sent in the promo package and didn't get confirmation from Underground.

**3. Maccess Report – report attached**

**Questions**

- Florean stated that they would like to know the number of students who showed up to the events. They stated that in the report that the groups have higher attendance than last year but didn't say by how much.

**Epifano arrived at 11:38am**

**4. SCSN Report – report attached**

- Warwani was worried about unnecessary overlap for the Housing Bootcamp that SCSN was putting on, and what Municipal Affairs was doing. Hackett responded that they reached out to SCSN and hadn't heard back.
- Hackett asked if the Mental Health Awareness Campaign happened yet. They stated that they would like some updates on how that was going.
- Florean stated that they didn't see much promotion for the event held yesterday, and that they didn't even know that an event was being held. Florean wanted to know what SCSN was doing to promote events, and if it was successful for the event held yesterday.

**5. Underground Capital Request**

- Robinson went over the memo with the Board.
- Wooder stated that the Board has been hearing all semester issues about services accessing their budget information. He stated that currently the POS system was sitting on a designer's computer and that Underground couldn't access it without taking the designer off of the computer, so they currently have to do this after hours or down time.
- Florean asked where the money would come from.
- Robinson responded that it would come from the Capital Projects Fund and be amortized over three years.

**a) Allocation**

**Moved** by Robinson, **seconded** by Warwani to approve the allocation of \$1,800.09 from the Capital Projects Fund for a new workstation for Underground.

**Passes Unanimously**

**b) Expenditure**

**Moved** by Robinson, **seconded** by Florean to approve the expenditure of \$1,800.09 from the Capital Projects Fund for a new workstation for Underground.

**Passes Unanimously**

**6. SCSN Job Description**

**Moved** by Epifano, **seconded** by Warwani that the Executive Board approve the changes to the SCSN Community Connector Job Description, as circulated.

- Epifano went over the memo with the Board.
- Robinson asked about the process of reporting.
- Epifano stated that she would ask.
- Bertolo asked about the plans for SCSN, and that it was recommended to be a call or messenger service to connect the Connectors, and if there was a reason why it wasn't happening.
- Scott responded that it was a proposal, but nothing came of it last year.

**Vote on Motion**

**Passes Unanimously**

**7. Pride Report – Miranda Clayton presented**

- Clayton summarized the report.

**Questions**

- Wooder asked about pride planning with Ath and Rec. Clayton responded that they had emailed them back.
- Roshan asked if Clayton was planning on opening hiring for next term. Clayton responded that they will be opening that soon.

- Gandzi asked if the kitchen stuff will be coming from the budget. Clayton responded that it would, but they will look at free or for sale sites. Wooder followed up by suggesting that Clayton goes to MUSC admin to see if they had any spare microwaves laying around.

#### **8. Committee of the Whole – Services**

**Moved** by Epifano, **seconded** by Gandzi that the Executive Board move into Committee of the Whole to discuss the Services that presented the meeting before. (EFRT, Macademics, Maroons)

**Passes Unanimously**

**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 reported that the Board spoke about EFRT and would like to know how the new CPR system was going. Epifano stated that they will reach out to the PTM about to see if they have to use the bag mask when teaching. Epifano reported that the Board discussed Maroons and wanted to know when the new Coordinator would be hired, which the answer was that they would be hired soon.

#### **9. Committee of the Whole – Organizational Updates (SAB)**

**Moved** by Farah, **seconded** by Robinson that the Executive Board move into Committee of the Whole to discuss the topic on the agenda, as circulated.

**Passes Unanimously**

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

**Passes Unanimously**

#### **Rise and Report**

- Robinson reported that the Board had a general discussion about the progress of SAB. They had discussions about spaces in the building and why certain decisions were made the way they were, such as gendered washrooms on the third floor. Robinson added that they briefly touched on the naming process and when that would be occurring.

#### **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**

- Wooder reported that the MSU Mitten Tree was now up and will be taking donations until December 13. He stated that Trans(forming) Week was happening this week, hosted by WGEN.

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

**Time of Next Meeting:**

**Thursday, November 29, 2018  
11:30am  
MSU Boardroom, MUSC 201**

**Moved** by Robinson, **seconded** by Floean that the Executive Board meeting be adjourned.

**Passes by General Consent**

**Adjourned at 1:26pm**

/vs



# REPORT

*From the office of the...*

## MACycle Coordinator

TO: Members of the Executive Board  
 FROM: David Zaslavsky  
 SUBJECT: MACycle Report 7  
 DATE: November 22, 2018

### UPDATE

With about a month left in the shop being open, things are looking peachy. Service usage is winding down with the season, less people per day, one day last week nobody at all came in. Good decision, money wise, to not run the service during the winter.

Gonna do some fun volunteer appreciation woohoo

### 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. Since my last report we have about 2-3 people per evening.

### PAST EVENTS, PROJECTS & ACTIVITIES

Volunteer training round 2 had a turnout of 3 people. Our volunteer base has reduced slightly, but hopefully the ones who do continue to show up will continue to do so. Any amount of volunteer retention is already!! better than having no volunteers whatsoever, and I'm very glad that we at least had some turnout for our second training.

### UPCOMING EVENTS, PROJECTS & ACTIVITIES

With <two weeks left in our operation, the only remaining thing we have left is to appreciate our volunteers. I polled em and they wanted tshirts so they're getting some tshirts !! Considering throwing a little pizza party or something, if they are also down for that. Just please come back

### BUDGET

MACYCLE				
EXPENDITURE				
ACCOUNT CODE	ITEM	BUDGET / COST	PO SUBMITTED (DATE)	PO APPROVED
6494-0108	MCYC - VOLUNTEER RECOGNITION	\$500.00		
	Volunteer tshirts lit ayy	\$322.27	Nov 19	
	TOTAL SPENT IN LINE	\$322.27		

	REMAINING IN LINE	\$177.73		
6501-0108	MCYC - ADV. & PROMO.	\$1,800.00		
	Underground Budget??			
	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	9-Mar-18	#5841
	First Restock (PO 2)	\$312.97	4-May	
	SO 3	\$485.50	7-Jun	
	SO 4	\$897.22	6-Sep	
	SO 5	\$1,072.30	21-Sep	
	SO 6	\$766.71	5-Nov	
	SO 7	\$523.19	15-Nov	
	TOTAL SPENT IN LINE	\$4,985.87		
	REMAINING IN LINE	\$14.13		
<b>TOTALS</b>				
<b>AMOUNT BUDGETED</b>		<b>\$8,300.00</b>		
<b>HOW MUCH YOU SPENT</b>		<b>\$5,593.89</b>		
<b>WHAT YOU HAVE LEFT</b>		<b>\$2,706.11</b>		

Used up all our money for parts, pretty good, we have had a lot more people this year ordering in parts we normally don't stock. Would like to ideally go over how we charge those people. So far, I've been eyeballing about 50% markup (over wholesale, but below MSRP); however, if this becomes a more regular occurrence, I'd like to have a standardized system of charging for special orders.

### **VOLUNTEERS**

Ran our second volunteer training session with the volunteers who were interested and could make it – 3 people turned out. I think this is a combination of several people who just couldn't come out for the time, and the fact that we expect volunteers to show up less frequently over time – that's just a reality of volunteers in the MSU. In an ideal world

everyone would show up to every shift but like that just doesn't happen no matter how much free food I ply them with.

This isn't that bad. Most of the volunteers who do come in regularly have been 'training' on the job, which realistically is most important.

### **CURRENT CHALLENGES**

Honestly not much, it's pretty good

### **SUCSESSES**

some volunteers are still showing up for their shifts!

I like walked in last week and our volunteers were juts cleaning out of the goodness of their hearts it was so wholesome and lovely I was **emotional**





# REPORT

*From the office of the...*  
Maccess Coordinator

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TO: Members of the Executive Board  
FROM: Hilary Zorgdrager  
SUBJECT: Maccess Report 5  
DATE: November 24<sup>th</sup>, 2018

## YEAR PLAN UPDATE

Things have been going very well! While this semester has been slower to start than I anticipated, we are on track to run everything we were planning and some more next semester! We have planned our exam events in collaboration with SAS.

## SERVICE USAGE

Service usage is relatively the same as it has been since I last reported. We find the space is full or nearly full from the hours of 1-3PM. Fridays continue to be slow and we are considering reduced hours next semester as this is a difficult day to staff.

Support Group Attendance in our first week was much higher than last year and we expect it to continue to grow.

- Chronic Illness - 5
- ADHD - postponed till next week
- Eating Disorders - 3
- Mood Disorders - 7
- Anxiety/OCD - 6
- Personality Disorders - 5
- Self-care - Postponed
- ASD - 2

## PAST EVENTS, PROJECTS & ACTIVITIES

As I mentioned Support Groups have started running and over the past two weeks, we have been focused on training and equipping our volunteers to run these groups. The groups were successful last year and we have had a lot of interest so far.

## UPCOMING EVENTS, PROJECTS & ACTIVITIES

We have planned an exam study session in the LAS new study space in Mills. Additionally, SAS Transition reached out with interest in running an exam self-care package event for exams with their excess aromatherapy supplies. We

will be purchasing additional supplies like journals, gum, ear plugs, highlighters and fidget toys. We will also be making small resource cards to put in the packages.

We will be hosting a Disability Discussion with EIO next week on Thursday. This event will be part of their three-part event series in celebration of International Day of Persons with Disabilities. The topic of this discussion will be Invisible Disabilities and Stigma.

**BUDGET**

Since the last report, we have bought supplies for the self-care group, our exam de-stressor and promo for the exam de-stressor.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6501-0118 MACCESS - ADV. & PROMO	TOTAL SPENT IN LINE	\$755
	REMAINING IN LINE	\$1245
6102-0118 - Annual Campaigns	TOTAL SPENT IN LINE	150
	REMAINING IN LINE	1850
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
<b>TOTALS</b>		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$8600
TOTAL ACTUAL DISCRETIONARY SPENDING		\$905
REMAINING DISCRETIONARY SPENDING		7695

**VOLUNTEERS**

We've planned a volunteer social for December 4<sup>th</sup>, 2018. A number of volunteers expressed interest in a board game night - so we will be doing that as well as offering some crafts to make. My exec team is signing holiday cards for all the volunteers this week with warm fuzzies.

**CURRENT CHALLENGES**

I've been struggling to delegate well and thus feel like I end up taking on a lot. I've mentioned this to my execs and they are all able to take on more work.

**SUCSESSES**

Support groups are my favourite recurring programming that Maccess does and I'm so ecstatic about the great volunteers that have stepped up to run them!



# REPORT

*From the office of the...*

## Student Community Support Network

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TO:	Members of the Executive Board
FROM:	Rohan Lohana
SUBJECT:	SCSN Report 5
DATE:	November 20, 2018

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### **YEARPLAN UPDATE**

The Student Community Support Network has worked hard over the past month to execute couple events by the end of November. Within the past month, SCSN focused on Discovering Your City - Westdale Tour Event and the Housing Awareness Bootcamp. The Westdale Tour will be taking place on November 21, 2018 and the Housing Awareness Bootcamp will take place on November 29-30! All these events are working in tandem with the year plan timeline. SCSN's newly appointed Promotion Coordinator received training from Michael Wooder to get acquainted with MSU promotion strategies.

### **SERVICE USAGE**

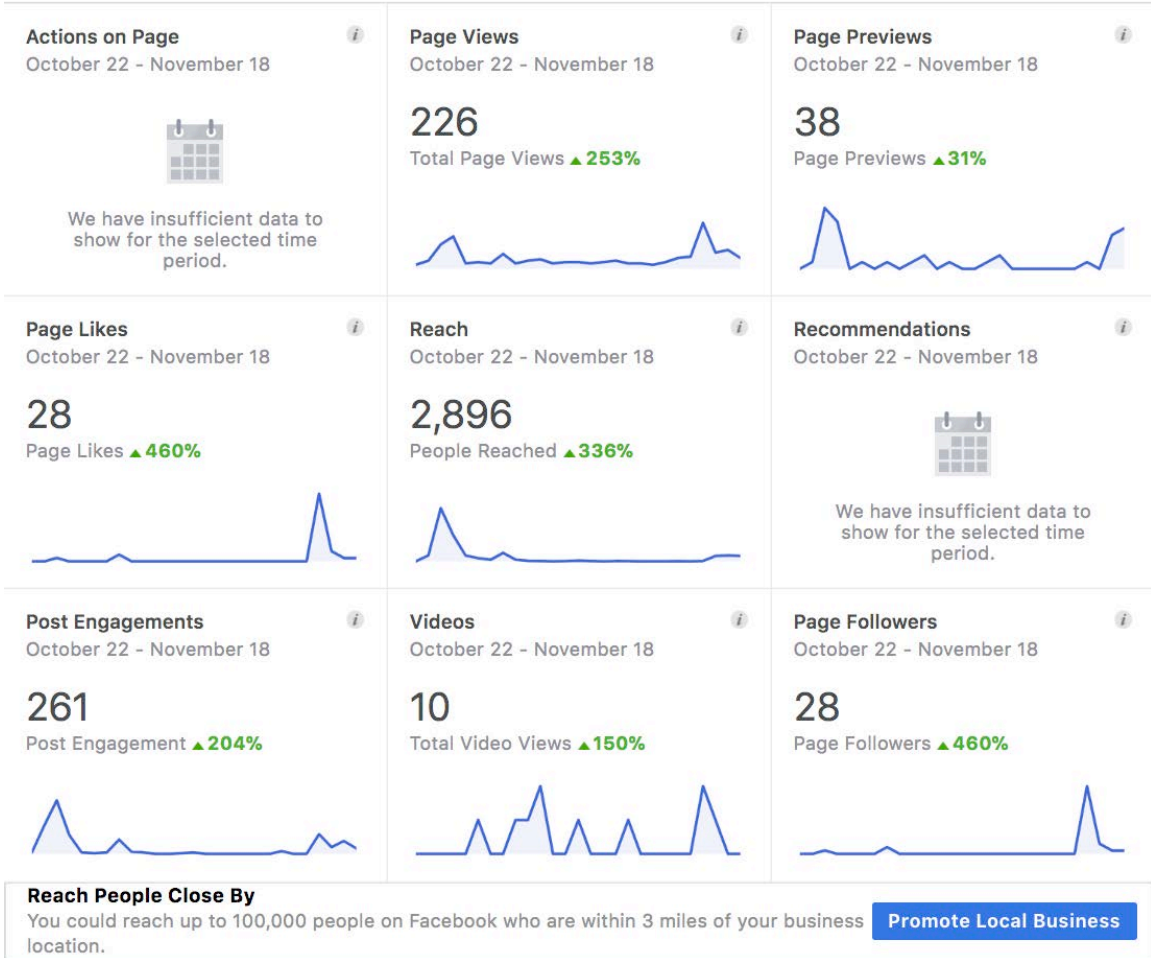
Since the week of October 28<sup>th</sup>, our Facebook Activity has shown significant rise in outreach due to the promotion of the Pumpkin Hike and the Westdale Tour event. In the last 28 days, we have reached out to 2,896 people with 28 new likes, in comparison to the last year promo, the outreach is still low as it was 7,285 but the likes showed a significant increase from 17 new likes around this time last year.

The SCSN Facebook page stands at 1,147 likes, and it's outreach is expected to increase once the promotion for Housing Awareness Bootcamp is out since SCSN is working in collaboration with FYC.

Results from Oct 23, 2018 - Nov 19, 2018

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

■ Organic ■ Paid



## PAST EVENTS, PROJECTS & ACTIVITIES

### Discover Your City - Westdale Version

This event is primarily directed towards first and second years. As most of the incoming students are busy settling into the on-campus university services, it is also vital for them to explore other nearby off-campus commodities. The event will be taking place on November 21, 2018. All the students will gather at MUSC Atrium and will be directed by SCSN executives to the Westdale neighborhood, where they'll visit numerous restaurants that provide affordable food options and students will get to try some free samples!

## UPCOMING EVENTS, PROJECTS & ACTIVITIES

### Housing Awareness Bootcamp

Most of the students start looking for housing around this time. We believe it is vital to equip students with information regarding rental agreements, basic housing amenities, and their basic rights. SCSN along with FYC are working on infographics that can provide first years all the required information regarding tenant right, landlord's responsibilities, leasing information and housing utilities.

### Community Connector Application

Once the amendments to the job description are approved, the community connector application will be released as soon as possible.

## BUDGET

- The SCSN spent \$120 for the Executive Appreciation dinner at 1280. Additional \$150 were spend on promo material for the Westdale Tour event.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	\$150
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	120
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
<b>TOTALS</b>		
TOTAL BUDGETED DISCRETIONARY SPENDING		4175
TOTAL ACTUAL DISCRETIONARY SPENDING		270
REMAINING DISCRETIONARY SPENDING		3905

## VOLUNTEERS

- SCSN Core Executives are doing an amazing job of working in tandem as a team and meeting the deadlines for the events.



# REPORT

*From the office of the...*

## Pride Community Centre Coordinator

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TO: Members of the Executive Board  
FROM: Miranda Clayton  
SUBJECT: Pride Community Centre Report 5  
DATE: November 20, 2018

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### **YEARPLAN UPDATE**

Due to unfortunate circumstances we had to cancel our plan for an AIDS Action and Reembrace campaign but we have redirected that programming into Queer History Week in January so no one is losing out. We are opening volunteer applications for semester two shortly and everything is mostly progressing as planned despite some hiccups.

### **SERVICE USAGE**

We are continuing to see good usage of the space on a regular basis as per my report two weeks ago.

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


Pride Week was successful as per my report two weeks ago.

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

We had to get creative with the end of our semester since we tabled our AIDS programming. We decided to hold two more events to round out the semester, one advocacy/education based and one social event. Our advocacy/education event is a drop-in workshop on campus safety that will be held the evening of November 28<sup>th</sup>. Students who drop in can learn about the new guidelines on reporting hateful graffiti and posters around campus, learn about how the PCC can support them in that process, and inform us of what they feel would make campus safer. I can utilize this knowledge to advocate for our safety needs when it is relevant at PACBIC and other university meetings in the future. Our social event will be held the second last day of class and it is the NON-DENOMINATIONAL WINTER HOLIDAY SHEBANG. We have booked out a MUSC room all afternoon and plan to celebrate making it through the semester with cookie decorating and hot beverages. Everyone is invited to this celebration including friends, partners, questioning folks, and allies to spread maximum winter holiday merriment. Come to MUSC 214 between 12:30 and 4:30 on December 5<sup>th</sup> to join the fun!

Other upcoming events and projects include Pride Night with Ath & Rec on January 30<sup>th</sup> and the mini kitchen project. We want to strive to embody more of the community centre feel so we would like to set up a practical mini kitchen station in the 221 side of the space. We have an unused table that is perfect for a kettle, instant coffee/tea/hot chocolate mix, ramen noodles cups, and a microwave. Something unique we noticed about our space is it is not just a support space. Our dual setup means LGBT students frequently come by just to see friends, study, eat lunch, and generally exist in space they can breathe in. You may wonder why the ramen noodles. LGBT students have much higher rates of food insecurity on average so I would like to provide a cheap meal and have information on the FCC available in our space to those who need it. I brought up the idea of the mini kitchen with my resources exec and they absolutely loved the idea which is why I would like to go forward with it. We have many books right now which we are still sorting through so we are not keen to add to the collection and WGEN already has a variety of gender affirming items. We are still seeking donations for these items if people are so inclined however purchasing them would be a duplication of services at this point in time. Our budget for resources is small but I think these little things will make a world of difference even if it is not the traditional resources you may have expected.

## BUDGET

<b>McMaster Student's Union</b>							
<b>Dept. 0119 - Pride Community Centre</b>							
<b>For the Five Months Ending September 30, 2018</b>							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	September	September	2018-19	2017-18	2017-18	2019	To Date
All:							
5003-0119 QSCC - OFFICE SUPPLIES						60.00	0.00%
5101-0119 QSCC - TELEPHONE	50.30	100.60	150.90	251.50	603.60	600.00	25.15%
5202-0119 QSCC - COMMUNITY OUTREACH	8.00		28.00		36.97	100.00	28.00%
6102-0119 QSCC - ANNUAL CAMPAIGNS	78.26	(351.54)	78.26		456.69	3,300.00	2.37%
6494-0119 QSCC - VOLUNTEER RECOGNITION	(40.00)		(40.00)		500.00	500.00	(8.00%)
6501-0119 QSCC - ADV. & PROMO.	23.46	1,500.00	196.41	1,500.00	1,655.08	1,500.00	13.09%
6604-0119 QSCC - RESOURCE PURCHASES						100.00	0.00%
6804-0119 QSCC - TRAINING EXPENSE					228.08	500.00	0.00%
7001-0119 QSCC - WAGES	786.94	689.85	3,787.83	2,764.35	7,355.27	8,500.00	44.56%
7101-0119 QSCC - BENEFITS	64.58	54.93	314.09	220.95	550.74	595.00	52.79%
8001-0119 QSCC - DEPRECIATION EXPENSE			101.32	101.32	303.96	300.00	33.77%
<b>Total All</b>	<b>971.54</b>	<b>1,993.84</b>	<b>4,616.81</b>	<b>4,838.12</b>	<b>11,690.39</b>	<b>16,055.00</b>	<b>28.76%</b>
							41.67%

There have been no changes in my budget as per my last report although we will be filling out POs for our remaining two events shortly.

## VOLUNTEERS

We will be holding a volunteer general meeting and social soon to address some volunteer issues we have had this semester. Most of our volunteers are



new to peer support to so we just need to ensure they are welcoming people to the space, locking up properly, filling out the shift logs properly, etc. My volunteer coordinator and I also made the decision to reopen volunteer hiring to pick up some more people for semester two. We have enough volunteers to keep the space open but we have found ourselves stretched thin between people being sick and having midterms so an additional 5-10 volunteers would greatly assist with that. We are positive we can pick up more easily as there has been interest from students asking how to be involved.

### **CURRENT CHALLENGES**

Our support groups are seeing wildly varying results. Some are pulling so many people we run out of space and some are pulling one person a week. The added responsibility of group facilitation was also too much for some volunteers so they have quit group facilitation. My community facilitation coordinator has chosen to address this by having facilitators fill out forms reviewing their experience so we can figure out what changes to make for better group attendance and how to better support them. I am supporting him in this project and will be assisting with reviewing the form and it's results.

### **SUCSESSES**

The executive members who were having difficulty communicating took ownership of their roles and we are all on the same page. My social and political advocacy coordinator has bounced back from his lung surgery and is excited to plan semester two during the exam period with me.