



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-22
Date & Time: Thursday, January 24, 2019
 11:30 a.m.
Place: MSU Boardroom, MUSC 201

Items:	Time		
	1)	Adopt Agenda	
	2)	Adopt Minutes - no minutes	
	3)	MACycle Report – FINAL	David Zaslavsky
	4)	EFRT Report	Samantha Aung
	5)	Macademics Report	Angel Huang
	6)	Maccess Report	Hilary Zorgdrager
	7)	Maroons Report	Breanna Gilpin
	8)	Open & Close MSU and EB Seats on Sponsorship & Donations Committee	Robinson
	20	9) Committee of the Whole – Organizational Updates (Student Engagement & Retention)	Farah
	10)	Committee of the Whole – Services	Epifano
	11)	Closed Session	Epifano
	12)		

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

Motions

- 8.a)** **Moved** by Robinson, **seconded** by _____ that the Executive Board open one (1) MSU and one (1) Executive Board seat on the Sponsorship & Donations Committee.
- 8.b)** **Moved** by Robinson, **seconded** by _____ that the Executive Board close one (1) MSU and one (1) Executive Board seat on the Sponsorship & Donations Committee.
- 9.** **Moved** by Farah, **seconded** by _____ that the Executive Board move into Committee of the Whole to discuss the topic on the agenda, as circulated.
- 10.** **Moved** by Epifano, **seconded** by _____ that the Executive Board move into Committee of the Whole to discuss Services.

Executive Board Meeting 18-22
Thursday, January 24, 2019 @ 11:30am
MSU Boardroom, MUSC room 201

Called to Order 11:32am

Present Epifano, Florean, Gandzi, Robinson, Roshan, Warwani
Late Bertolo, Hackett
Absent Farah
Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), Breanna Gilpin (Maroons Coordinator)

1. Adopt Agenda

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

Amendments

- Scott – Strike MACycle Report

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

Passes Unanimously

2. Maroons Report – Breanna Gilpin presented

- Gilpin summarized the report.

Hackett and Bertolo arrived at 11:35am

Questions

- Robinson great job with the Winter meeting and re-invigorating of helping other services.
- Roshan stated that this was a great report.
- Warwani stated that it was nice to see the Maroons' presence on campus.

3. EFRT Report – report attached

- Epifano went over report.

4. Macademics Report – report attached

- Epifano went over the report.

Questions

- Robinson wondered if they could change the name of the textbook Facebook group. Wooder responded that it wasn't necessarily problematic, but they have to look at it if they are managing it from third party or taking ownership over the space. Wooder stated that from the EB standpoint do they put this in their operating policy and put more resources into it, as Huang mentioned that this does take a lot of time. Wooder stated that it was more of a philosophical question if they want Macademics to 'own' the group, is the MSU responsible, and Wooder wasn't sure if they wanted to be.
- Robinson asked how the wiki-thon went. Warwani stated that it seemed like it went well. Florean explained that they were there, and a lot of people came because of the free food and felt that it was successful.
- McGowan asked if the general population uses the wiki. Bertolo responded that in the past it hadn't been successful and it wasn't generally used as it wasn't updated regularly. Warwani responded that

Macademics didn't want to promote is because of it not being advertised but it doesn't make sense to overhaul it because they've already put a lot of resources into it. Warwani stated that they think Macademics will now promote it more regularly now that they've had their event. Florean felt that the comments student make about the courses are more useful than the course outlines as every professor has a different thing.

5. Maccess Report – report attached

- Epifano went over the report.

6. Open and Close MSU & EB seats on Sponsorship & Donations Committee

a) Open

Moved by Robinson, **seconded** by Hackett that the Executive Board open one (1) MSU and one (1) Executive Board seat on the Sponsorship & Donations Committee.

Passes Unanimously

b) Close

Moved by Robinson, **seconded** by Hackett that the Executive Board close one (1) MSU and one (1) Executive Board seat on the Sponsorship & Donations Committee.

Nominations

- Robinson nominated Matthieu Eichorn – MSU member
- Gandzi nominated self

Passes Unanimously

7. Committee of the Whole – Organizational Updates

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

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 had a good conversation about retention and engagement. They stated that the first topic of the conversation was differences between services having competitive applications and some not having at all, and why. The Board spoke about increased engagement and about how some people apply for services that are able to provide skill development and a community based aspect. Epifano reported that the Board spoke about how FCC changed their branding and developed an increase of volunteers in general, and discussed the commitment of volunteers and how much they really want to be involved. The Board discussed about how different faculties and their involvement in community engagement. Epifano reported that the Board also spoke about burnout within volunteers, what allyship could look like with identity-based services, and resume/CV padding of clubs.

8. Committee of the Whole – Services

Moved by Epifano, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss Services.

Motion Fails due to no Seconder

9. Closed Session

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

Passes Unanimously

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

- McGowan reported that there has been a lot of focus on the provincial government's pending ancillary fees plan. McGowan reported that they will be finalizing recommendations and costing on SAB soon, and their meeting was postponed until next week.
- Florean asked how many buses was the MSU providing for the rally. Wooder responded that they have three buses, and 100 students have signed up as of right now and it's capped at 144.
- Warwani reported that she met with Gailene from Services, and Susan Giroux, the Vice-Provost about uploading last year's courses on mosaic. They stated that they seem on board with it. Warwani announced that the new cuts might hurt EFRT getting more funding.
- Robinson announced that SLEF voting was now open, and it opened on Monday.
- Bertolo announced that on Tuesday they had a meeting with the Deputy Minister of Training, Colleges, and Universities, and while they asked a lot of questions they didn't get a lot of answers. Bertolo stated that they are working to get other meetings set up with other MPPs across the province. They stated that it will be very valuable that people write MPPs in their ridings. Bertolo announced that they will be working with Mohawk College to figure out this together.
- Hackett stated that the budget submission was basically done, and should be printing soon. Advocacy Week is in a week and a half and they have been having a lot of meetings with councillors. Hackett announced that they, Bertolo, and Da-Re met with Terry Cooke to discuss sponsoring delegate for CLAY.
- Epifano reported that the doors open for Charity Ball at 8:30, and that the buses will be taking the 407 back so everyone who attends the rally will get back in time.

11. Adjournment and Time of Next Meeting**Time of Next Meeting:**

**Thursday, January 31, 2019
11:30am
MSU Boardroom, MUSC 201**

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

Passes by General Consent

Adjourned at 12:38pm

/vs



REPORT

From the office of the...

MSU Maroons Coordinator

TO: Members of the Executive Board
FROM: Breanna Gilpin
SUBJECT: MSU Maroons Report 5
DATE: January 24, 2019

YEARPLAN UPDATE

Upon my hiring, I created a four month plan with unique goals that will be supplemented to this report. I will briefly go into the update on each of the related pillars.

In terms of Athletics, we have had a great start to the semester. The first goal was to increase participation in intramural sports. This term we added an extra team (3 instead of 2) and have had an amazing response from both non reps and reps (I will speak to volunteer engagement later). In terms of non maroon participants, we have reached 25 individuals. This has far surpassed the initial benchmark that I set out in my plan. We have also seen an increase in the number of reps participating which is improving our overall team engagement. It is difficult to attribute the major influx of participation as there are many possible factors – different sports, different nights and different promotion. We made a point to promote free intramurals and the sign up process through our social media platforms in addition to distributing rave cards (both individually and paired with SHECares packages in December). We attempted to add a second volleyball team to accommodate the high attendance, but unfortunately all time slots were full. This is something that we can prepare for next year.

Secondly, Maroons rep attendance at sports games has been very low. We have two major games coming up (Pride Game and Bell Let's Talk). To mitigate low attendance we have decided that these games will be mandatory.

Thirdly, we have reintroduced streaming in the MUSC atrium. In previous years it has been highly successful to stream popular games for any passerbyers to watch. We have booked a date and will be adding more games depending on popularity.

In terms of promotions, we have been regularly adding to stories on our Instagram. Additionally, two posts have been made since winter break. This is in line with the strategy initially proposed in the four month plan.

In regards to Social, Maja executed a wonderful Destressor in the Grind café. The event “Warm Fuzzy and Study” had **529 people interested and 70 people in attendance** on Facebook. She was able to execute a wonderful event that students really wanted to see and participate in. Maja outdid herself with the concept as well as the execution. Additionally, we had one of the largest rep sign ups for this event – increasing our overall volunteer engagement. If we are to have an event like this again, we may switch to a larger venue or increase the overall duration so as to see more students!

For volunteers, we have had two events. The first was a volunteer appreciation during exams. It was over a long period of time and we saw a low percentage of reps come out. I can attribute the low attendance to several things – the timing (eve of the first day of exams) and I also believe the state of coordinator made people feel a little unsure about attending. The team was in a sort of limbo and it was a strange dynamic. Going forward we have a few events planned that we hope will have greater attendance.

Finally, I conducted a mandatory “Winter Term Meeting” the first Thursday of school. In this meeting I outlined the expectations of the team and together we discussed the commitment levels on the team (as they have been severely lacking). We also went through the Maroons Agreement that was distributed shortly after my hire. All reps have signed the Agreement and are now aware of the expectations including mandatory events and the number of supplementary events that should be attended. My goal was to regain a sense of comradery and love for this team. I also wanted to establish myself as the leader of this team. Additionally, I wanted to gather feedback from individuals to incorporate more fun and love into the team. I think that the meeting was successful, but this will be determined by our upcoming engagement.

SERVICE USAGE

Since the last EB report we have not had a lot of events (due to winter break). We are preparing for a large influx of events in the coming weeks collaborating with FYC, SCSN, Clubs, PCC and several others!

PAST EVENTS, PROJECTS & ACTIVITIES

As mentioned, we held a destressor that was very successful. We also collaborated with SHECares to distribute care packages during exam seasons. These packages included nice items as well as our intramurals handouts!

As previously mentioned, we have had a volunteer appreciation event and a Winter Term Meeting.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Presidential Elections Tabling

MSU Advocacy has asked that we help tabling over these two dates to inform students on how and when to vote. This collaboration will give our team an opportunity to engage with the undergraduate population and connect them to their advocacy within the school.

Bell Let's Talk Game

In collaboration with Ath&Rec we will be attending the Bell Let's Talk Game. This event will be focused on de stigmatizing mental health and will allow us to engage with one of our pillars - athletics. Recognizing that athletics participation does not enthuse this team as in previous years, we have made this event mandatory in order to see a lot of support for a great cause!

Interview Livestream

Similar to the house hunters event we held in first term, there will be an interview livestream for all years. The purpose of the livestream is to answer any questions that the general undergraduate population has in regards to applying for any rep position for the upcoming year. We will be distributing a google form to poll the masses and answer any pressing questions!

NHL Streaming in MUSC

As in past years, we will be streaming a popular game in the MUSC Atrium. We have decided to show a TML vs. Ottawa Sens game. The hope is that this involved two popular teams and is in an area that can engage with a lot of people. We will likely provide snacks. If successful we may host again!

Applicant's Workshop

In collaboration with FYC, SPARK, CLAY and Horizons we will be helping with the applicant's workshop. Our exact role is still being finalized. We have a lot of events in February and don't want to be too demanding on our reps. We do see this as a great opportunity for reps who like to engage with students in a more personal environment.

Pride Game

This is another mandatory sports game that we have coming up. This is in collaboration with the PCC. Our reps will be attending and supporting our athletes as well as celebrating pride! We are all very excited. For this event we have also reached out to the external community as we have several groups that we may reserve seats for!

Skate Night

This event is in collaboration with SCSN. We are going to meet at MUSC atrium and bus with students to Pier 8 for a night of skating. We will also be providing snacks and hot chocolate in the William's beside the skating rink.

Compost Education Campaign

This event is in collaboration with MSU Advocacy. Our role is still being determined but we will be helping in promotion and education!

Smitten for Maroons/FYC

This event will be held in celebration of Valentine's day! We have ordered cookies and icing from Cake and Loaf (a local Hamilton business) for decorating and will be simultaneously be holding a coffee house. This event is similar to Pumpkins, FYC and everything Nice held in October.

Walk-a-thon

The external group Empowerment Squared has reached out to us to volunteer with a Walk-a-thon at Limeridge Mall. Connor MacLean (our events coordinator) did an excellent job of connecting the service to an external group in order to include an aspect of community to the Maroons. Our commitment level will likely be low due to the fact that this event will be held during Reading Week. If any of our reps are available we will encourage their involvement!

Dodgeball Tournament

We are hoping to host a dodgeball tournament. Due to construction, renting a space in DBAC is proving to be difficult. We have corresponded with TJ and we will be able to rent a gym for a two hour period - but not at our ideal time. Once finalized, we will be promoting to students to participate and destress!

Art Night in MUSC

We will be using our funds from the Special Projects section in our budget to hold a paint night in the atrium. We will open up registration and then allow some space for drop ins. Our hope is that this location will create a lot of buzz and interest! This is an event that we did two years ago and it was successful!

Game of Thrones LiveStream

The HIGHLY anticipated first episode of the FINAL season is coming. We know that this is going to be of peak interest and we want to show this to our students. As a result we will be streaming.

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6102-0120	TOTAL SPENT IN LINE	341.07
Annual Campaigns	REMAINING IN LINE	1190.2
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		
TOTAL ACTUAL DISCRETIONARY SPENDING		
REMAINING DISCRETIONARY SPENDING		

We have not had a lot of events since the previous EB report. The funds were put towards annual campaigns which included food and things related to Warm Fuzzy and Study. Additionally, some costs were contributed to the SHECares packages.

VOLUNTEERS

Volunteer Engagement in first term was poor. We had an extremely low proportion of reps coming out to events. There was a small portion of the

team coming out to almost everything and a large proportion coming out to barely anything or nothing at all. I think that this was a result of the transition in leadership as well as a lack of accountability. With the Leadership Team, we have brainstormed several ways to improve volunteer engagement. I have outlined these as follows:

1. *Volunteer Agreement*: I created and distributed a volunteer agreement with five stipulations that stated the expectations for volunteers on this team. I have collected a signed form from every individual on this team and have explained each part so as to ensure transparency in expectations and a clear understanding of the requirements of this role.
2. *Winter Term Meeting*: In this meeting, we went over our lack of team engagement and brainstormed together ways to improve. It is really important for me to have people WANT to come to events. When they are fun and not seen as a chore, volunteer engagement is a lot easier to improve. There was also a lack of accountability for reps. After this meeting I believe that I was able to clarify these shortcomings and I think we should be improving for the months coming forward.
3. *One-on-ones*: There are several reps on this team who have attended zero events and have failed to communicate. As a result, I have met with these reps to go over the expectations and to strategize ways for them to improve their commitment. Whether that be attending events that are more suited to their interest or just plotting times in their schedules in advance.
4. *Updated the Communication*: After the term meeting it was suggested by a rep to release all of the events at once and maintain a singular sign-up sheet that is pinned to the Facebook page. In addition, we will be releasing a singular email on Sundays with a TLDR and Action Items. Hopefully, this will decrease the amount of emails going out and make it easier for reps to be able to retain our communication.
5. *Increase Pod Communication*: In addition to emails, I have urged all of the LT to communicate with their pod members both in their pod chats and individually. I think that increasing the message type of communication will increase participation and HOPEFULLY bonding.
6. *Increased Number of Events*: We have more events this term and we have diversified the type of events. Hopefully this will interest more reps and will increase participation.
7. *Increased Number of Informal Events*: I truly believe that the key to high volunteer engagement is fun and love for the team. We are working to create a steady stream of informal events to interest our reps and increase the bonding between them so they will be more likely to come out to events!

CURRENT CHALLENGES

I am facing a lot of challenges entering this position. It is not seamless to transition to a Coordinator role midway through the year. My start date was at the end of December. It was a strange dynamic because the announcement was after a lot of people knew that I was hired, which created an uncomfortable sense of secrecy..

Volunteer engagement is the most pressing challenge on this team. As reported, there is a true lack of commitment from this team. I am working to have volunteers become more accountable and to provide them with a sense of community. We will be holding more team bonding events to continue the momentum the beginning of the year has found us.

Finances is also a challenge on this team. The collection of funds from clothing and our summer camping retreat were not handled well. As a result, we have a large sum of money owed by individuals on this team to the service. Collecting is going to be a long and tired process. I have discussed this with Scott and we have created a plan to retrieve these funds. Going forward there should be checks and balances implemented so as to avoid individuals from continuously growing their amount owed without any form of payment or intention to pay.

Community engagement is also a challenge. We are looking to find innovative ways to connect with the external groups in Hamilton. In first term, we struggled with this and we are looking to work with local high schools as well as empowered squared. We do think there is room to grow in this section and we are looking to do just that.

SUCCESSSES

Without a doubt the leadership team is a success. I am absolutely astounded by their organization and passion for this service. They have worked tirelessly to perform to such high levels of performance despite obvious challenges. I am so excited to work with them for the remaining of the year because they are truly exceptional.

Furthermore, I think that the team in general has been receptive to my introduction as coordinator. It has been a lot of change that they were not prepared for, but I think they have been handling it quite well and have shown me immense kindness throughout the transition. I am very proud to be among this group of individuals.

I also am very proud of the success that we have seen in intramurals. For many years (including my time as Athletics Coordinator) this has been an underutilized offering from the service. This term our athletic coordinators have excelled in involving the undergraduate population in our sports and I think its incredible.

Additionally, Maja has truly done an exceptional job as our events coordinator. I have been apart of this team for a long, long time and I have never seen the innovation and drive in this role like I have seen hers. Everything she has done has been a mass success - House Hunters livestream, Pumpkins, FYC and everything nice and Warm Fuzzy and Study. She is truly exceptional and deserves a high five.

Finally, (very exciting to the Maroons) we are getting a new drum. The Maroons drum is iconic, but unfortunately perished with wear a few years ago. Kestrel

has used her connections to provide us with a new steal drum to use at sports games. It may seem silly, but this is a tool that is symbolic of our pride for our school. It really helps bring the noise and unleash the spirit and I am beyond excited that we will finally have a replacement!

OTHER

This has been a challenging year for this service, but I am grateful for this team and this opportunity. I am sure that the next four months will be full of success and I am excited to see how we do!

MSU Maroons Coordinator – Supplementary Application

Overall Goal:

My goal as the MSU Maroons Coordinator is to improve the overall outreach of the MSU Maroons service and simultaneously improve the team cohesion by developing the current team dynamic. I have devised an action plan to be executed through each of the service’s pillars and they are as follows:

Athletics:

Goal	Task	Timeline
Increase participation in intramural sports from non-maroon students by 59% - Measured by IMLeagues registration	Hold table shifts in Centro, Bistro and DBAC (if possible) with laptops to promote the offered free intramurals and show students how to sign up and complete the quiz to register	Dec- Early Jan
	Promote through the MSU Maroons page (Instagram and Facebook), MSU FYC, MSU Spark and MSU Horizons	Nov-Jan
	Attain the intramurals specification that denotes a free team	Dec
Increase the attendance of MSU Maroons representatives at Sports games by 52% -Measured by sign-up sheets	Choose several mandatory games for MSU representatives to attend	ASAP
	Post weekly reminders on the Facebook group	Ongoing
	Ensure pod leaders send weekly reminders in the pod group chat	Ongoing
Create a “Pack the House” Event -Benchmark with current attendance	Create an actual Facebook event that can be promoted, and that people can “attend”	ASAP
	Allocate the extra athletics budget to purchasing promotional material and SWAG (only did 2/3 of the intramurals this term)	Jan
	Engage with clubs by having MacBeat sing the anthem and MacDance perform	Dec
	Connect with the external community by inviting students from the schools that we work with for Pumpkin Hike (set aside SWAG and seating)	Dec/Jan
Re-Introduce Streaming	Stream playoff and random games in lecture halls and provide snacks	Ongoing

Promotions:

Goal	Task	Timeline
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Increase Facebook posts by 67%	<ul style="list-style-type: none"> - Post for all events - Aim for 4 posts per months (so as to not spam) 	Ongoing
Increase Instagram posts by 150%	<ul style="list-style-type: none"> - Post for all events and intramurals (tag non maroons students if consent) - Update stories - Aim for 4 posts per months (so as to not spam) 	Ongoing
Introduce Albums	<ul style="list-style-type: none"> - Upload photos of students attending games and events (Pumpkin Hike, Homecoming, Field Reps) - Watermark with the maroons logo - Tag in the posts and share 	Ongoing

Social:

Goal	Task	Timeline
Continue to support Maja	Maja has some really innovative ideas just continue to support her and ensure she can complete what she needs to!	Ongoing

Team Dynamic:

Goal	Task	Timeline
Have a mandatory group meeting	<ul style="list-style-type: none"> - Introduce coordinator - Reiterate goals and expectations - Incorporate a lot of informal social and fun aspects - Compare goals that we set out in Welcome Week and year long training 	Early Jan
Increase pod leader and member interactions	<ul style="list-style-type: none"> - Track attendance of pod members - Identify poor attendance and figure out how to improve - Introduce a semi term check-in 	Monthly/ Ongoing
Increase the number of informal team interactions	<ul style="list-style-type: none"> - Poll the group for ideas - Pick a date and have an event (Bulldogs game, Jackson Square movie, etc) - Introduce an office hours alternative: using one of our MSU bookings for a “group meeting” where reps can relax, study, and destress together potentially stream movies or games etc. 	Semi-Term/ Ongoing



REPORT

From the office of the...
EFRT Program Director

TO: Members of the Executive Board
FROM: Samantha Aung
SUBJECT: Emergency First Response Team Report
DATE: January 17th, 2018

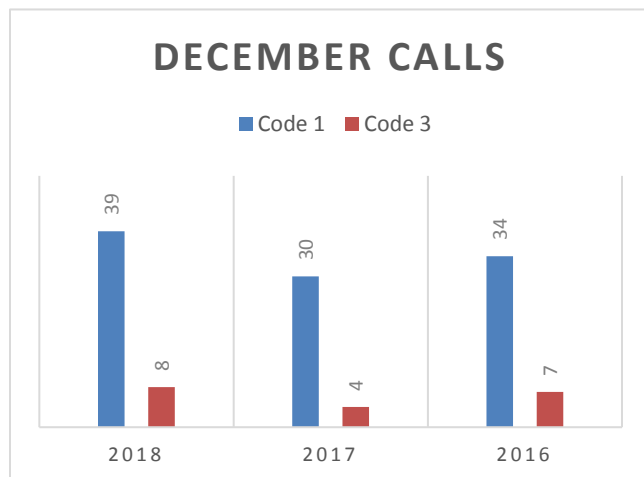
YEARPLAN UPDATE

The new year brings a new attitude for not only myself as well as the team. Having the opportunity to rest over the break has given us all a chance to recharge for the new year.

In align with my plan, we have completed the rookie training with EMR 2 and are preparing for mid-year evaluations. Both of which are outlined more in depth below. The annual medication symptom relief training has been scheduled for February 1st and in addition I am working with my training coordinator on a new training initiative, also seen below.

SERVICE USAGE

The below graph outlines the calls in the month of December. This month held an average number of overall calls as well as a comparable number of code 3, ambulance activations, to the previous two years. During exam seasons, many calls are related to on occurred in exam settings. To prepare for this, responders are trained with specific exam protocol and transportation is discussed with the registrar's office.



PAST EVENTS, PROJECTS & ACTIVITIES

The rookies have completed their EMR training! They are all now certified in Red Cross Emergency medical responder. With a volunteer from Hamilton EMS they were able to do an introduction to the back of an ambulance as well as some of the equipment that EMS personnel use in Hamilton. This was a fun way for them to connect with our local EMS in a more relaxed setting. They

also all successfully completed their evaluations and will be receiving their certifications soon!

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Working with the training coordinator and a small group of team members, we are planning a first response exercise to strengthen relations with both on and off campus partners. The event to take place in February, will hopefully be combined with an advisory board meeting to ensure all parties can contribute. The exercise will include a tabletop run through of various scenarios related to campus response as well as an opportunity for resources to present their different viewpoints on how all our organizations can work together. We hope to invite: Hamilton Paramedic Services, Hamilton Fire Department, Hamilton Police, McMaster Security Services, Residence Life, EOHSS, and members of the MSU. Our hopes is that this one day event will help to strengthen relationships between services as well as act as a professional development opportunity.

January also contains the mid-year evaluations held for responders and the Soph members training in International Trauma Life Support (ITLS) with Toronto EMS. Both are further outlines in volunteers.

BUDGET

The below is based off of the November 2018 Statement

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
3271-0107	August Course Revenue	(1,389.10)
	TOTAL SPENT IN LINE	(32,313.40)
	REMAINING IN LINE	32,378.40
5501-0107	Red Cross Payments November	1,701.00
	TOTAL SPENT IN LINE	4,532.00
	REMAINING IN LINE	13469.00
5315-0107	November Supply Order	629.58
	TOTAL SPENT IN LINE	7,557.41
	REMAINING IN LINE	2442.59

As mentioned below in challenges upcoming expenses in regards to making or courses meet new Red Cross Standards will be made this month. In addition, we are hoping to find the room in the budget to reimburse instructors for completing their upgrade for teaching as it is an additional expense related to the instructor role. Each upgrade will cost \$100.00 and we estimate that the new equipment costs will total around \$1000.00 to ensure we are able to meet new standards. With digital cards we have been able to save money in course expenses this to hopefully offset the cost of the course upgrades.

VOLUNTEERS

January marks the middle of the year so to ensure that standards of response are kept up the executive team along with alumni members host mid-year evaluations. The evaluations consist of 2 scenarios which members must successfully pass based on certain timelines established with industry timing and training in mind. If unsuccessful responders have an opportunity to retake 2 different scenarios the next day. Responders who are unable to pass after both days are given the opportunity to train 1:1 with an executive member for a week to fill gaps in protocol knowledge and scenario response. During this week they taken off call to ensure that they are able to dedicate time to train to meet our standard of care. Prior to the evaluation weekend, the executive team host practice nights with the help of alumni and senior responders. This allow responder to train more serious calls in a safe environment as well as the opportunity to receive feedback prior to evaluation.

The soph year will also be attending ITLS the 19th and 20th of January. This training is done with Toronto EMS and is great learning opportunity for responders. Responders have been studying diligently for this training and are excited to learn from the experiences of both their instructor and fellow classmates.

CURRENT CHALLENGES

With changes to the Red Cross Curriculum it has been difficult to get information on what the new standards are for teaching courses. The new basic life support curriculum upgrade requires new equipment and training for implementation. The EFRT Assistant Director, myself and the VP finance have been able to meet to talk about changes in course prices to reflect the appropriate changes. In addition, as mentioned above it is costly for not only the team to purchase new equipment but the training of instructors is also an essential part of being able to meet the new program standards.

SUCSESSES

Our team has been working hard on our training and we have seen measurable improvements in the knowledge and training performance. We have been working hard on making knowledge accessible to responders and being open as an executive team to their input on protocol and training. In general, the executive team received positive team feedback from our semi-annual executive feedback and have addressed our improvements and are actively working to make them better,



REPORT

From the office of the...

Macademics Coordinator

TO: Members of the Executive Board
 FROM: Angel Huang
 SUBJECT: Macademics Report 6
 DATE: January 22nd, 2019

Throughout December and January, my team and I have been working on the following:

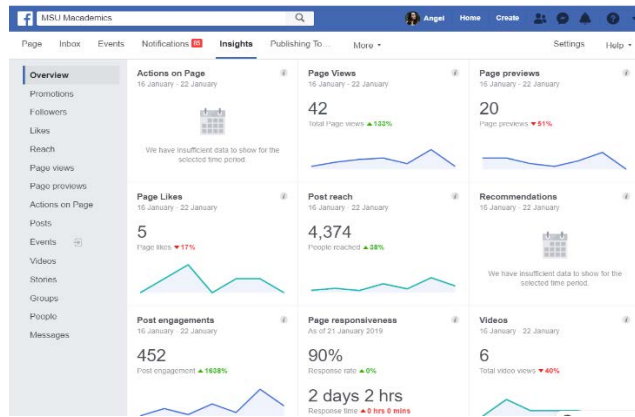
December	January
<ul style="list-style-type: none"> - Volunteer social (dinner) - Sponsorship efforts for TAC - Finalization of MacPherson Student Partners Program collaborative project - Application-based award updated criteria released on website 	<ul style="list-style-type: none"> - Course Wikithon - Resource Hub edits made - Volunteer Sub-committees team meeting (also taking a group photo at meeting) - Filming for TAC promo and ceremony video - Exec team social (board game café) - Blog Post #3 underway - TAC Winter nomination period - Interviews for incoming coordinator

The bolded represented items that we have accomplished, and the un-bolded items represent things that we are still working on. Overall, despite the somewhat challenging return to routine, my service has been on track with our year plan and overarching goals. We have consistently improved upon measurable markers of success compared to last year, most notably with our recent Course Wikithon attendance, Facebook engagement, and collaborative relationship with MacPherson Institute.

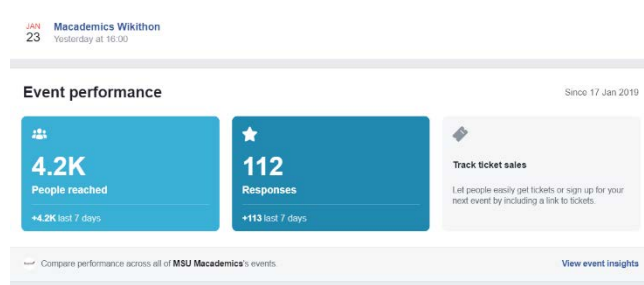
SERVICE USAGE

Facebook:

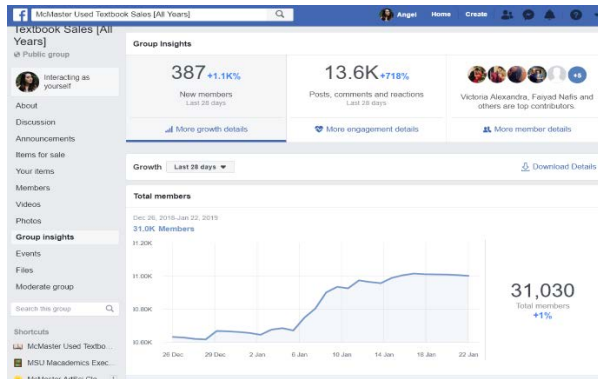
Our Facebook page had been on a hiatus over the winter break, but we have been regularly active again and our engagement seems to have remained stable compared to earlier in December:



Our recent event page for Macademics Wikithon also showed relatively strong engagement as compared to previous years' data for the same event. Below is the Facebook summary, but the actual attendance was documented in-person and will be evaluated by the Course Wiki Coordinator, Raisa Ahmed, in the following days.



As well, the group “McMaster Used Textbook Sales [All Years]” has seen considerable increase in growth in the past month, as a new semester motivated students to join the group to sell their textbooks from the previous semester and purchase new ones for the current one. I have been regularly monitoring the group, which consists of approving member requests that have answered the group questions and removing reported and inappropriate content. There was a brief period over the break and into the new semester during which I was on vacation and did not access the group; in that time, the Campus Store approved 67 member requests using the approve all function. This lead to many “unwelcome” members on our group who posted ads for irrelevant products and services, creating a hassle to then delete and remove membership.



PAST EVENTS, PROJECTS & ACTIVITIES

Macademics' recent activity can be summarized here:

Volunteer social (dinner)

We hosted a volunteer dinner before the winter break in December and invited our team to a big order-in dinner from Sapporo Sushi and Dominoes Pizza, complemented by some potluck items from volunteers and execs who wished to bring special dishes/desserts.

Sponsorship efforts for Teaching Awards Ceremony

After meeting with Wooder and garnering some advice, I reached out to a number of campus partners asking for donations/sponsorship money for the MSU Teaching Awards. I was able to secure \$500 from the McMaster Alumni Association, which will help out in elevating the ceremony décor, food options, award plaques, and so on.

Commencement of Macademics-MacPherson Student Partners Project

I have officially launched a collaborative project in tandem with the MacPherson Institute Student Partners Program. The SPP has funded two undergraduate students to work on creating an Undergraduate Student Resource Guidebook under my supervision to be posted on the MacPherson website and further promoted through Macademics avenues upon completion. This is super exciting!

Application-Based Award criteria created and updated

I have overhauled the Teaching Awards website and updated everything with the new award criteria created by TAC Coordinator, Casey Li, and her volunteer subcommittee. This year, we also introduced the MSU Innovation Teaching Award.

Course Wikithon

Wikithon 2019 took place on Wednesday, Jan. 23rd and was a very successful and smooth event! Course Wiki Coordinator, Raisa Ahmed, really improved upon last year's event and the event went without a hitch. It could have been advertised earlier and perhaps more broadly but turn-out seemed better than last year despite this. The final numbers will be coming in soon regarding the number of Course Wiki

edits/comments/ratings were actually submitted, and by how many attendees, but I am confident we will be happy with the results. Overall, this event exposed many more students to the resource and demonstrated how it can be useful to them and their peers in the future.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Upcoming events and projects include:

Blog Post/Infographic 3

Our third blog is in progress by the Research and Resources subcommittee, led by Research and Resources Coordinator, Danny Ma. It will likely include a BuzzFeed quiz element to improve views and engagement!

Resource Hub editing

The Research and Resources Subcommittee has finalized consultations with faculty societies to make additions and revisions to the Resource Hub. Haley, Comms Officer, will be working on incorporating the changes into the original publication and we will republish the Resource Hub when it is completed. Upon Wooder's guidance, we will be focusing financial resources on promoting the online version of the Resource Hub instead of investing the sum of \$1700 into printing hardcopies.

Exec Appreciation Social

We will be celebrating and gearing up for what's to come with an exec social. The tentative plan was to go to a board game café, but the group collectively prefers to use the same amount of money to order dinner and watch a movie in a lecture hall - so that's what we'll do!

TAC Winter Nomination Period

We are gearing up for the winter semester nomination period for Teaching Awards, which will run from January 28th to February 9th. Everything should go smoothly!

TAC Promo video filming

Haley, Comms Officer, will be helping us film a promo video and teaser video for the 2019 Teaching Awards at the end of January. We will be shooting in MUSC, the Lyons New Media Centre greenscreen studio space, and Hamilton Hall.

VOLUNTEERS

Volunteer Coordinator, Fairuz Karim, is doing a great job of keeping volunteers in the loop and each exec with a subcommittee has been committed to their teams. Meeting schedules vary from team to team, but the exec team has been very transparent about issues, questions, concerns, and successes.

SUCSESSES

1. Course Wikithon went great!
2. MacPherson project is finally in motion!
3. My exec team has been showing so much initiative; particular during times that I had to take a step back.

CURRENT CHALLENGES

1. Same challenges with communication between The Underground (e.g. orders not being confirmed or being overlooked).
2. The TAC team and I wanted to have the Application-Based Awards info up in November but due to delays in several areas, we couldn't meet that deadline. I am worried now that applicants may not feel they have enough time to complete the application. To address this, I have modified some of the required documents in the application package to make it more accessible (e.g. reducing number of student reference letters from 10 to 3).

Budget:

There are a few outstanding POs that I need to fill out to have the accounts properly charged for, including a \$300 MUSC rental fee for Teaching Awards Ceremony and accompanying AVTEK booking invoice, and a \$400 bill from TwelvEightly for the space and food service for Wikithon.

I have admittedly been slacking in my financial reporting responsibilities recently simply because I have had a lot of other tasks on my plate, but I plan to get everything sorted and back to organizational standard ASAP. I have a budget outline with my team and all is under control and every dollar is accounted for – it just may not appear that way in the records at this moment! By my next EB Report, my financial statement will be fully up to date.

Excel Online

Print Data Find Comments

	For the Eight Months Ending Monday, December 31, 2018							
	Current Month	Prior Yr. Month	Current YTD	Prior Yr. YTD	Prior Yr. YE	Approved Budget	% Budget Used	
	December	December	2018-19	2017-18	2017-18	2019	To Date	
8	All:							
9	5003-0312 TCHA - OFFICE SUPPLIES					150.00	0.00%	
10	5101-0312 TCHA - TELEPHONE		10.92	49.14	87.36	131.04	120.00	40.95%
11	5201-0312 TCHA - PHOTOCOPYING						50.00	0.00%
12	6102-0312 TCHA - ANNUAL CAMPAIGNS			296.00	722.67	929.51	1,500.00	19.73%
13	6401-0312 TCHA - AWARDS & MEETINGS	(500.00)		(500.00)	35.20	1,704.47	2,000.00	(25.00%)
14	6494-0312 TCHA - VOLUNTEER RECOGNITION	69.61		199.45	304.16	396.29	500.00	39.89%
15	6501-0312 TCHA - ADV. & PROMO.	47.00		1,020.41	1,720.00	1,857.20	1,700.00	60.02%
16	6603-0312 TCHA - ACADEMIC RESOURCES					26.41	1,700.00	0.00%
17	7001-0312 TCHA - WAGES	528.00	578.41	4,225.66	3,591.69	5,438.91	6,700.00	63.07%
18	7101-0312 TCHA - BENEFITS	39.60	36.10	303.76	237.91	343.63	470.00	64.63%
19								
20	Total All	184.21	625.43	5,594.42	6,698.99	10,827.46	14,890.00	37.57%
21								
22								66.67%
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TCHA-MAC-A

OTHER



REPORT

From the office of the...

Maccess Coordinator

TO: Members of the Executive Board
 FROM: Hilary Zorgdrager
 SUBJECT: Maccess Report 6
 DATE: Thursday January 24th, 2019

YEARPLAN UPDATE

Things have been busy! We have offered additional training to our returning volunteers and we are busy hiring new ones as well!

SERVICE USAGE

Service usage is relatively the same as it has been since I last reported. We find the space is full (11-13 people) or nearly full from the hours of 1-3PM. Support groups have also been well-attended with average attendance being about 5 people.

PAST EVENTS, PROJECTS & ACTIVITIES

Exam Destressor with SAS Transition team was a huge success! We offered students a number of supplies to create their own self-care exam packages. We were able to attract a number of students who had never accessed the service before! The space was a little tight, so next time we run a similar event, we will book a MUSC room.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

I've planned a DISability Discussion with EIO, Grad Studies, and the 'Crippling Grad School' reading group to give students insight into graduating, applying and attending grad school. This was an incredibly successful event last year and this year, we hope to continue it as a series of workshops, once we gather student's priorities and concerns from the original discussion.

BUDGET

ACCOUNT CODE	ITEM	BUDGET / COST
6501-0118 MACCESS - ADV. & PROMO	TOTAL SPENT IN LINE	955\$

	REMAINING IN LINE	1045\$
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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	
<i>TOTALS</i>		
TOTAL BUDGETED DISCRETIONARY SPENDING		8600\$
TOTAL ACTUAL DISCRETIONARY SPENDING		1105\$
REMAINING DISCRETIONARY SPENDING		7495\$

VOLUNTEERS

We hosted two sessions of refresher training this week for our volunteers from last semester. It was a fairly informal and discussion-based training. So far, we have had lots of positive feedback about this style of training from volunteers.

We will be interviewing 13 new candidates this week to be safe(r) space volunteers!

CURRENT CHALLENGES

We've had some difficulties with volunteers butting heads. While frequently our training and volunteer coordinator is able to deal with these issues independently, I've had to step into a few instances to relieve some pressure from her.

SUCSESSES

I'm visiting a first year social sciences inquiry course this Friday (SocSci 1SS3) and am really excited that the professor reached out to us! Students will be taking on different projects relating to accessibility all semester and partnering with Maccess to research barriers that students face to inclusion on campus.