



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-23
Date & Time: Thursday, January 31, 2019
 11:30 a.m.
Place: MSU Boardroom, MUSC 201

Items:	Time		
	1)	Adopt Agenda	
	2)	Adopt Minutes – EB 18-21, EB 18-22	
	3)	Pride Community Centre Report	Miranda Clayton
	4)	SCSN Report	Rohan Lohana
	5)	SHEC Report	Adrianna Michell
	6)	Spark Report	Jane Luft
	7)	Capital Request – Avtek	Robinson
	8)	Strike Hiring Committees	Epifano
	9)	Sponsorship & Donations Committee Recommendations	Robinson
	20	10) Committee of the Whole – Organizational Updates	Farah
		11) Committee of the Whole – Services	Epifano
		12) Closed Session	Epifano

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

Motions

- 7.a)** **Moved** by Robinson, **seconded** by _____ that Executive Board Allocate \$2,500 from the Capital Projects Fund for the purchase of a Behringer 32 Channel Digital Mixer for AVtek
- 7.b)** **Moved** by Robinson, **seconded** by _____ that Executive Board Expend \$2,500 from the Capital Projects Fund for the purchase of a Behringer 32 Channel Digital Mixer for AVtek
- 8.a)** **Moved** by Epifano, **seconded** by _____, that Executive Board strike a hiring committee for the SCSN Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing SCSN Coordinator
- 8.b)** **Moved** by Epifano, **seconded** by _____, that Executive Board strike a hiring committee for the Diversity Services Assistant Director consisting of the Vice-President (Administration), one (1)

Executive Board member, the incoming Diversity Services Director, and the outgoing Diversity Services Assistant Director

- 8.c)** **Moved** by Epifano, **seconded** by _____, that Executive Board strike a hiring committee for the FYC Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing FYC Coordinator
- 8.d)** **Moved** by Epifano, **seconded** by _____, that Executive Board strike a hiring committee for the EFRT Assistant Director, consisting of the Vice-President (Administration), one (1) Executive Board member, the incoming EFRT Director, and the outgoing EFRT Assistant Director
- 8.e)** **Moved** by Epifano, **seconded** by _____, that Executive Board strike a hiring board for the Deputy Returning Officer (DRO), consisting of the Vice-President (Administration), one (1) Executive Board member, the Administrative Services Coordinator, the incoming Chief Returning Officer (CRO), and the outgoing Deputy Returning Officer.
- 8.f)** **Moved** by Epifano, **seconded** by _____, that Executive Board strike a hiring committee for the Maroons Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Maroons Coordinator.
- 9.** **Moved** by Robinson, **seconded** by ____ that the Executive Board approve the recommendations by the Sponsorship & Donations Committee, as circulated.
- 10.** **Moved** by Farah, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss the topic on the agenda, as circulated.
- 11.** **Moved** by Epifano, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss Services.

Executive Board Meeting 18-23
Thursday, January 31, 2019 @ 11:30am
MSU Boardroom, MUSC room 201

Called to Order 11:32am

Present Bertolo, Epifano, Farah, Florean, Gandzi, Robinson
Late Roshan
Absent Hackett, Warwani
Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), Jane Luft (Spark Coordinator), Adrianna Michell (SHEC Coordinator), Sarah Figueiredo (AVP (Services))

1. Adopt Agenda

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

Passes Unanimously

2. Adopt Minutes

Moved by Robinson, **seconded** by Epifano to adopt the minutes from Executive Board meetings 18-21 – January 17, 2019 and 18-22 – January 24, 2019, as circulated.

Passes Unanimously

3. Spark Report – Jane Luft presented

- Luft summarized the report.

Roshan arrived at 11:35am

Questions

- Robinson asked if 113 students was ideal. Luft responded that it wasn't, and that while it was comparable to last year the turnout then was low as well. They stated that they weren't as focused on the promotions strategy and that would have played a role. Luft stated that this has been good so far for the groups as there is a good turnout.
- Florean asked how many students they were aiming for. Luft responded that last term there was around 200 students who signed up, and they were hoping for 150 this term.

4. SHEC Report – Adrianna Michell presented

- Michell summarized the report.

Questions

- Florean asked how Michell was holding the cannabis event. Michell responded that there was a bunch of moving parts that will be spread out over a week or two. They stated that there are four rave cards focusing on harm reduction, the legality of cannabis and the health effects of it.
- Wooder stated that the campaign sounds good and asked for Michell to send him the images in advance. He stated that he was sure it was well researched but would like to check the legalities. He asked Michell to explained what the issue with Underground, and if it was with intake or what they're asking for. Michell responded that a confirmation when everything has been sent to the designer would be nice, also any costing that's outside of the designed packages. Michell explained that this info would be nice before going ahead and getting things designed.

- Bertolo asked if Michell could stress messaging about edibles, as EFRT has been getting a lot of calls from students who have taken too many. Bertolo asked if SHEC was a part of the naloxone workshop with EFRT. Michell responded that the workshop was part of a University study facilitated by public health and SHEC was assisting.
- Florean asked if SHEC was giving resources to Student Wellness about the cannabis event. Michell responded that they could.
- Wooder reminded everyone that edibles aren't legal or regulated in Canada yet, and to make sure students understand.
- Florean asked Michell about the executive applicants, and how they went about promoting. Michell responded that last year they had 20 applicants, and this time over 58. They explained that everything was done online, but there might have been more time than last year and that there were photos with execs and blurbs about the positions. Michell added that they had a lot of internal applicants, which hopefully shows them having a good experience with the service.

5. PCC Report – report attached

- Epifano went over the report.

6. SCSN Report – report attached

- Epifano went over the report.

Questions

- Gandzi asked if there was a graphic for the Community Ambassador positions as they haven't seen anything. Epifano responded that they could check.
- Bertolo asked what the plans were for community ambassadors since they will only be working for two months. Epifano responded that they would get back to Bertolo about that.
- Roshan asked how many volunteers does SCSN have. They stated that they were wondering about the continuity of service as there has been a perpetual cycle of low engagement. Epifano responded that SCSN currently only has the exec team.
- Florean would like SCSN to provide more information as to why their event didn't go as well as planned.

7. Capital Request – AVTek

a) Allocate

Moved by Robinson, **seconded** by Roshan that Executive Board Allocate \$2,500 from the Capital Projects Fund for the purchase of a Behringer 32 Channel Digital Mixer for AVtek

- Robinson went over the memo with the Board. They explained that it would cost the MSU \$600 extra to just buy a new console instead of renting.

Vote on Motion

Passes Unanimously

b) Expend

Moved by Robinson, **seconded** by Roshan that Executive Board Expend \$2,500 from the Capital Projects Fund for the purchase of a Behringer 32 Channel Digital Mixer for AVtek

Passes Unanimously

8. Strike Hiring Boards

Moved by Epifano, **seconded** by Gandzi that the Executive Board move motions 8.a) to 8.f) omnibus.

Passes Unanimously

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

Moved by Epifano, **seconded** by Gandzi that Executive Board strike a hiring committee for the Diversity Services Assistant Director consisting of the Vice-President (Administration), one (1) Executive Board member, the incoming Diversity Services Director, and the outgoing Diversity Services Assistant Director

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

Moved by Epifano, **seconded** by Gandzi that Executive Board strike a hiring committee for the EFRT Assistant Director, consisting of the Vice-President (Administration), one (1) Executive Board member, the incoming EFRT Director, and the outgoing EFRT Assistant Director

Moved by Epifano, **seconded** by Gandzi that Executive Board strike a hiring board for the Deputy Returning Officer (DRO), consisting of the Vice-President (Administration), one (1) Executive Board member, the Administrative Services Coordinator, the incoming Chief Returning Officer (CRO), and the outgoing Deputy Returning Officer.

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

Passes Unanimously

The following members are on the following hiring boards:

- Maroons – Roshan, Florean – alternate
- SCSN – Gandzi, Bertolo – alternate
- EFRT Assistant Director – Gandzi, Roshan – alternate
- Diversity Services Assistant – Robinson, Hackett – alternate
- FYC – Warwani, Florean – alternate
- DRO – Warwani, Roshan - alternate

9. Sponsorship & Donations Committee

Moved by Robinson, **seconded** by Bertolo that the Executive Board approve the recommendations by the Sponsorship & Donations Committee, as circulated.

- Robinson went over the memo with the Board.

Vote on Motion

Passes Unanimously

10. Committee of the Whole – Organizational Updates (OSAP & Fees)

- Farah explained that they didn't sent out a topic but the Board didn't need prep for this chat, as they wanted to talk about OSAP and cuts. They explained that they will talk more in-depth about this at the SRA to have discussions to mobilize students.

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

Passes Unanimously

Rise and Report

- Farah reported that the Board discussed OSAP and Tuition cuts and how to make students aware of what's going on. Farah stated that they will be speaking to the SRA members on Sunday to get ideas for information for specific messaging and will be circulating a sign-up sheet for tabling in MUSC. Farah reported that all are welcome to the Comms meeting on Monday to get more information about efforts, and SRA members will be invited. Farah reported that the current tangible items will be a letter writing campaign and inviting students to bring their laptops to email their MPPs and to push the singular petition.

11. 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 Secunder

12. Closed Session

Moved by Epifano, **seconded** by Bertolo to move into Closed Session

Passes Unanimously

Return to Open Session**Rise and Report**

- Figueiredo reported that the Board discussed service reviews of Maccess and Diversity Services. They stated that with Maccess, going forward they will look at talking to the PTM and other peer support PTMs to look on making the Maccess space more welcoming and about the space/time needs. For Diversity Services, they will reach out to the PTM about the Indigenous Liaison and get in contact with them, they will also check in with the Equity and Inclusion Office about race peer support as well as reach out to clubs to see what the community needs, and look into what Ryerson, Waterloo and UOT and what they do for peer support. Figueiredo added that they will reach out to EIO about Anti-Oppression training and see if the office can take it on.

13. Information and Questions

- Bertolo announced that Valedictorian nominations were open.
- Gandzi reported that they are working with MUNS for career counselling event being held in CIBC Hall.
- Wooder reported that SLEF voting was open. CLAY has staff applications up. Pride Day is February 9, with men's and women's volleyball being held that day. TAC nominations are open for one more week.

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

Thursday, February 7, 2019

11:30am

MSU Boardroom, MUSC 201

Moved by Florean, **seconded** by Gandzi that the Executive Board meeting be adjourned.

Passes by General Consent

Adjourned at 1:25pm

/vs



REPORT

From the office of the...

Spark Coordinator

TO: Members of the Executive Board
FROM: Jane Luft
SUBJECT: Spark Report 6
DATE: Thursday, January 31st, 2019

YEARPLAN UPDATE

The main updates since last report are that we have started our second term of the Sessions program; we are well on our way planning the Applicants' Workshop with CLAY, Horizons, First Year Council, and Maroons; and we have made some structural changes to our volunteer team and Sessions program.

The changes to our volunteer team include the loss of 2 volunteers and 1 executive member. I also made the role of being a Team Leader optional for my executive team this semester to alleviate some of their duties and ensure they aren't feeling overworked. This also worked nicely with our change to the Sessions program, being that we reduced the number of Spark groups from 5 to 4 groups per night. With fewer Team Leaders and fewer available rooms than we had last semester, this works out very nicely and will hopefully allow everyone on the team to fulfill their role in a way that works for them.

A lot of the major events and projects on my Year Plan have been checked off and the remaining plans are primarily finishing this term's Sessions, 2 more workshops, and a year-end social.

SERVICE USAGE

- "Reached" 9,644 people and gained 14 new likes on Facebook last month
- 113 students enrolled in Sessions program
- 8 groups registered through the new Group Registration Form

PAST EVENTS, PROJECTS & ACTIVITIES

Term 2 Registration Promo: In December, Spark began promoting the opening of our Term 2 registration through online campaigns and spreading the word via volunteers, Spark Ambassadors, and Spark partners. We also completed a promo video that captured some of Spark's activities over first semester. The aim of the video was to give students a better idea of what Spark is and ideally motivate them to register for our sessions program. We also used a new strategy for recruiting students this semester which was providing the option for students to register in groups with their friends, as we've noticed that

Spark groups with existing friends often have better student turnout and the option to register with friends may seem more inviting than registering alone.

Winter Re-Training: On the first weekend back from classes, we ran a re-training for our Team Leaders in Clubspace. At this training, we covered logistical details for the upcoming semester including new co-ships, changes to weekly trainings, and the promotional plan for the final weeks before Sessions began. We also took a portion of the training to address feedback from volunteers we received over the term and to explain to the team what steps have been taken to address the feedback. Finally, we went through a number of scenarios and challenges our volunteers face as Team Leaders and discussed in small groups ways to navigate them. Overall, the re-training was successful and allowed us to give our volunteers a refresher on their Spark responsibilities as well as motivate them in their roles for the last few months of the year.

Sessions Opening Ceremonies: During the first week of our mentorship program, we run “Opening Ceremonies” where all students meet in Clubspace for large icebreakers and learn a bit about Spark before breaking off into their small groups. This was a successful opening event that engaged students in a large group setting and hopefully got them excited for the upcoming semester.

Term 2 Sessions: Term 2 sessions have started up and a few changes have been made to better serve students and to adapt to changing conditions. Despite registration numbers, there are rarely a large number of students attending session every single week, and we’ve realized that 5 session groups each night is unnecessary. We have reduced the number of groups to 4, allowing each group to start with more students and also allowing us to adapt to the reduced number of rooms available to us. MUSC has enforced their weekly hour limit policy this semester, making it difficult for us to find space for all our Spark groups, but this change to 4 groups per night has helped to address this.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Applicants’ Workshop: Spark has run this event in collaboration with CLAY and Horizons for the past couple of years but this year we have also involved First Year Council and Maroons. First Year Council will offer valuable outreach to first year students, helping Spark to fulfill our mandate. Maroons will be assisting by running the Livestream Q&A about applications and walking students from residence to the workshop.

Guidebook #3: Now in term 2, our Promotions & Publications Coordinator is working on developing our third guidebook of the year that will focus on academics. We will be moving towards developing a smaller guidebook that can be used in future years as a template requiring little re-design and saving costs in the future.

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
5003-0125	TOTAL SPENT IN LINE	\$0.00
OFFICE SUPPLIES	REMAINING IN LINE	\$60.00
6102-0125	TOTAL SPENT IN LINE	\$2,981.04
ANNUAL CAMPAIGNS	REMAINING IN LINE	\$18.96
6501-0125	TOTAL SPENT IN LINE	\$3,072.57
ADV. & PROMOTIONS	REMAINING IN LINE	-\$72.57
6802-0125	TOTAL SPENT IN LINE	\$725
LEADER TRAINING	REMAINING IN LINE	\$25.00
<i>TOTALS</i>		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$6,810.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$6,778.61
REMAINING DISCRETIONARY SPENDING		\$31.39

Since last report, the major expenses have been paying the remaining balance to the Art Gallery for food, drinks, and service charges. This large invoice came out of Annual Campaigns but was mostly covered by the revenue generated through Formal ticket sales. Other expenses since last report include promotional materials for our Term 1 Registration and supplies for the last term of sessions (around \$100). I am close to reaching the total budgeted discretionary spending but additional expenses have been approved this year due to the changes in promotional material creation.

Future costs that are yet to be spent include snacks/materials for upcoming events (around \$50), money for the Discover Your City session (\$200-250) 1-2 guidebooks (around \$500 each), promotional materials for our final workshop of the year (\$200), and volunteer appreciation at the end of year (\$300-400). Considering these costs, I anticipate spending approximately \$1200 over budget in Adv. & Promotional costs and around \$700 over in Annual Campaigns.

VOLUNTEERS

We have faced a few challenges with volunteers over the past couple of months. Due to personal reasons, we had 2 volunteers leave their Team Leader positions. Due to the restructuring of session groups this term (4 groups per night instead of 5), this has not been an issue as we still have more than enough Team Leaders to lead each of the groups.

We also faced the challenge of losing an executive member which has been dealt with through various meetings with VP-Admin, Kristina Epifano, and a lot of communication with volunteers affected by this situation.

CURRENT CHALLENGES

At this point in the semester, things are running quite smoothly and we are gearing up for the final months of Sessions and events. The only challenge we are still trying to address is potentially getting an extra room for Wednesday and Thursday since we only have 1 MUSC room that 2 groups have to share right now. This takes away from the intimate setting Spark aims to create in small groups so we are hoping to speak with Josephine about potentially booking the Clubs boardroom without having to book it one month in advance every week (as per the standard process of booking the room).

SUCSESSES

I am SO proud of all the hard work my team has been doing to recruit students, lead sessions, and support first years and fellow Team Leaders. Special shoutout to our Sessions Coordinator, Anika Spasov, for all the extra work she's been putting in lately as executive roles have changed. She's been a great help to me in keeping Spark running smoothly over the past month.

OTHER

Nothing else for now! Feel free to reach out if you have any feedback/questions at spark@msu.mcmaster.ca or bring them up during Thursday's meeting! Thank you for taking the time to read this report.



REPORT

From the office of the...

Pride Community Centre Coordinator

TO: Members of the Executive Board
FROM: Miranda Clayton
SUBJECT: Pride Community Centre Report 6
DATE: January 29, 2019

YEARPLAN UPDATE

I haven't reported since the end of November but everything is going about according to plan. For December and January we planned to have a holiday event, reopen volunteer hiring, hire and train new volunteers, run a workshop on what to do if you are arrested for protesting, and have a volunteer appreciation social. We held our winter holiday event, hired and trained new volunteers, and held our workshop. The workshop ended up being incorporated into Pride History Week, which we just finished. We originally intended to hold History Week in March but rearranged our second semester plans to have it in January and move a February event to March because our February was absolutely packed. We had plans to hold the social but unfortunately had to cancel it due to the snowstorm so we are in the process of rescheduling and planning a new one. We were also going to hold the PCC Single Mingle for Valentine's Day but February is so saturated with programming we will be saving that event for next year.

SERVICE USAGE

We are continuing to have good service usage. Numbers are consistent with last semester and I have noticed a few new faces becoming regulars in the space this month. I have also noticed more people accessing our "closed" space as a quieter alternative to our "open" space to just relax or get work done in a safer space. Our groups have been completely revamped for this semester and we are hoping this increases usage as group attendance wildly varied between groups. The groups now run every other week on a rotating block schedule instead of every week, only 1 group runs per night, and groups run from 5:30 PM to when the group feels it's time to end (usually between 6:30 and 7:00). I feel this will increase group attendance as we noticed the groups that ran later in the night had the poorest attendance but now all groups run at 5:30. We also feel maybe we should rebrand the groups a bit from being called support groups to being called community groups as we have been informed by space users that support groups sound very serious and they are looking for something a little more relaxed. People have finally

started accessing our one on one support by booking it through email or social media messages and so far I have received positive reviews.

PAST EVENTS, PROJECTS & ACTIVITIES

Since my last report at the end of November we have held our Non-Denominational Winter Holiday Shebang and our Pride History Week. For the Shebang we decorated a MUSC room, had lots of snacks, activities, and music and just had a really fun time de-stressing before exams. It was successful, we had people in and out all afternoon and ran out of seats. Kristina came, she can attest to it being a good time. History Week got off to an extremely rocky start but ended up working out. The week was originally going to be an AIDS week in November, then we decided to make History week AIDS focused, then one of our speakers had to reschedule, we had to shift the events around, and ended up giving it less than a week of promo. Surprisingly, it mostly worked out. All the events saw a decent amount of participants except the Documentary + Direct Action event with the movie and letter signing to Canadian Blood Services on the blood ban for MSM and treatment of trans donors. Luckily, we have had people message us saying they still want to sign letters so we will be tabling and having them available in the space for signing. It seems our day events get a far better turnout than our night events so in the future we will try to have more day events for our larger campaigns.

Another project is the kitchen station I talked about in my last report. We managed to score a microwave, electric kettle, and mini fridge for free via donations! People heard we were putting together the station and started offering up items they were not using. Shout out to Kristina for offering up SWHAT's old fridge. Multiple people have even started donating tea and hot chocolate to keep around for everyone. So far we only have the kettle set up because we need to decide how to arrange the fridge and microwave but we are already out of cups so I think this project is appreciated.

UPCOMING EVENTS, PROJECTS & ACTIVITIES


We have an extremely action packed February planned with 2 large collaborative social events and a trans week. We collaborated with Campus Events for the drag show featuring RuPaul's Drag Race contestant Morgan McMichaels on February 6th. We acted as a consultant on ensuring the event was LGBTQ2SI+ friendly and will be providing a peer support area in The Grind during the event because drag shows can be extremely overwhelming. Our other big social event is the Pride Night volleyball game with Athletics & Recreation. We are working together to host a panel on inclusivity as well as have plentiful free rainbow Mac shirts to give out. Some local Hamilton LGBTQ2SI+ organizations will also be invited to set up booths and promote themselves.

Our trans week will be called Transcendence and happen the week before reading week. Our week differs from WGEN's trans week thematically so there is no concern of programming overlap or duplication. Theirs is more somber and revolves around the trans day of remembrance but our exec decided ours is more of a celebration and contains more practical workshops. We will be

hosting a workshop on how to legally change your name, having an event on style (painting nails, styling different lengths of hair, doing makeup, getting gender affirming items, etc.), having a creative event where you can write a letter to your past or future self talking about how far you've come or where you want to go, turning our trans community group into a big social, and hopefully having another coffeehouse in The Grind. Our Trans Community Group is very well attended so we have a solid base to promote to and last time we had a coffeehouse we ran out of performance slots and seats in The Grind so I am confident in this week being a success.

Drew has been hired as my replacement and we are began the transition process this week by reviewing the executive positions and making edits together so we can open hiring. They chose their hiring board and are extremely eager to get started for a smooth transition.

BUDGET

McMaster Student's Union							
Dept. 0119 - Pride Community Centre							
For the Eight Months Ending Monday, December 31, 2018							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	December	December	2018-19	2017-18	2017-18	2019	To Date
All:							
5003-0119 QSCC - OFFICE SUPPLIES			684.29			60.00	1140.48%
5101-0119 QSCC - TELEPHONE		50.30	251.50	402.40	603.60	600.00	41.92%
5202-0119 QSCC - COMMUNITY OUTREACH	51.57		79.57		36.97	100.00	79.57%
6102-0119 QSCC - ANNUAL CAMPAIGNS			980.77	265.41	456.69	3,300.00	29.72%
6494-0119 QSCC - VOLUNTEER RECOGNITION			-40.00		500.00	500.00	(8.00%)
6501-0119 QSCC - ADV. & PROMO.			666.17	1,900.00	1,655.08	1,500.00	44.41%
6604-0119 QSCC - RESOURCE PURCHASES						100.00	0.00%
6804-0119 QSCC - TRAINING EXPENSE			34.52	228.08	228.08	500.00	6.90%
7001-0119 QSCC - WAGES	788.40	863.58	6,347.92	4,836.01	7,355.27	8,500.00	74.68%
7101-0119 QSCC - BENEFITS	66.04	62.64	520.64	377.75	550.74	595.00	87.50%
8001-0119 QSCC - DEPRECIATION EXPENSE			202.64	202.64	303.96	300.00	67.55%
Total All	906.01	976.52	9,728.02	8,212.29	11,690.39	16,055.00	60.59%
							66.67%

We are in line with where our budget should be with the exception of our "office supplies" line. I have checked in with Maggie regarding this and she informed me "There was a charge for paint removal & window covering paid to Dee Signs for \$658.34 and a credit of \$56.49 from Ikea for items that were returned." I vaguely recall discussing this at a previous EB meeting but it may have been the one after Pride Week so unfortunately I was too sleep deprived to be sure. If anyone can shed light on this I would appreciate it.

The rest of our budget is well in line. So far this month we have spent approximately \$100 on volunteer training, which has left us with quite a bit of leftover money in that category. We also have lots to work with in volunteer appreciation so we will be planning a really good social. Our History Week cost us \$300 for one of the workshop facilitators, \$50 for another workshop

facilitator, \$50 in snacks, and approximately \$100 for the AIDS quilt shipping for a total of about \$500. This leaves us with about \$1820 left which is enough to put on a great trans week, LGBTQ+ Students Forum, and end of year stressbuster social. There is a loose end I need to tie up cost wise but it is are small. I have yet to actually pay for when we used MUSC for the Pride Week rally but that cost is under \$30 and no one is harassing me for it so they will get it sometime before I leave. Unfortunately I was not able to get our balance at Underground but we were in line for about 50% of the budget halfway through the year as of my last report so we should still be in line. I will evaluate our balance when we get it and report on it in my next report.

VOLUNTEERS

We recently trained 9 new volunteers to bring our total up to around 40 excluding exec. We drastically need to plan our volunteer social and have our full volunteer meeting to tighten things up with them. We are still seeing some of the same issues from first semester regarding poor shift management, such as forgetting to lock the door at closing or not saying hello when people walk in. I recently received a complaint email that the space felt unwelcoming but I was able to speak with the volunteer on shift at the time to clear it up with them as well as the person who sent the complaint so there is no bad blood. The last thing is getting everyone to sign the volunteer contracts which admittedly should have happened a long time ago. We plan to have everyone sign them together at the social. Volunteer management has been a bit of an issue this year but that is no one's fault in particular. My volunteer coordinator was left with terribly outdated resources from the previous exec (literally a decade old binder), there was no one to transition her in (the previous volunteer coordinator quit and disappeared), and she has experienced some deep personal challenges that have made coordination difficult but we are all working through it together as an exec to make sure we are on top of it.

CURRENT CHALLENGES

We are very behind where I would like to be in terms of resources. I set reasonable goals for the year with my two resources exec over the summer and all of them are either barely in progress or not begun. Examples include sorting and organizing the library, acquiring safer sex items, acquiring gender affirming items, making pronoun buttons for volunteers and space users, printing volunteer tags so we know who is on shift, and reviewing the pamphlets/posters we keep in the space. Sorting and organizing the library has been in progress since the summer and one resource exec has made the buttons a personal project. I reached out to both of them in our resource team Slack group message to express my frustration and open conversation on how to work through this and where to go from here. One of them spoke to me privately and expressed they have been trying to get projects started but were unsure of where to go as the more inexperienced exec. They said they had been looking to the other resources exec for guidance and assistance but did not get any so things had fallen apart. Luckily the more experienced resource exec messaged us both and took ownership of this so there was no conflict and we are sorting out what we can reasonably accomplish before May. Regardless, I am still frustrated because everything else is going

incredibly well so it seems silly when people visit our space expecting to find things we should have but do not.

SUCSESSES

I documented my trip to the OSAP rally at Queen's Park as an Instagram story on the PCC account and people seemed to enjoy it. We gained some followers that day and received positive messages about it. We will be using this feature more in the future. I am also incredibly proud of the Remember + Reflect event with the Canadian AIDS quilt. We had visitors that were students, staff, faculty, community members, and allies coming to pay respects and reflect on the weight of the AIDS crisis. There were a lot of tears from many different people. Finally seeing the quilt patch I had looked at online in person was surreal and we were so fortunate to find more information on Kevin Brown, the Mac alumnus who had a panel on the section of the quilt we had. We watched an interview of him where in 1986, three years before his death due to AIDS complications, he said he was unashamed; unashamed to be gay, unashamed to have AIDS, and he regrets nothing. In 1986 Kevin did not even have charter rights as a gay man, he was vilified as being a vector of disease, and yet there he was on television bold as ever. He started the Persons With AIDS Coalition in Vancouver and his organization is still around and serving HIV positive people as Positive Living BC. Kevin truly embodied the new vision of the PCC to live and build a community based on celebration and empowerment, not shame. I wrote a novel of a post about it on my personal Instagram but we will be sharing the reflection notes from the event on the PCC Instagram soon and talking more about Kevin. The day was deeply meaningful and we hope Kevin would be proud of what we are accomplishing.



REPORT

From the office of the...

Student Community Support Network

TO: Members of the Executive Board
FROM: Rohan Lohana
SUBJECT: SCSN Report 6
DATE: January 29, 2019

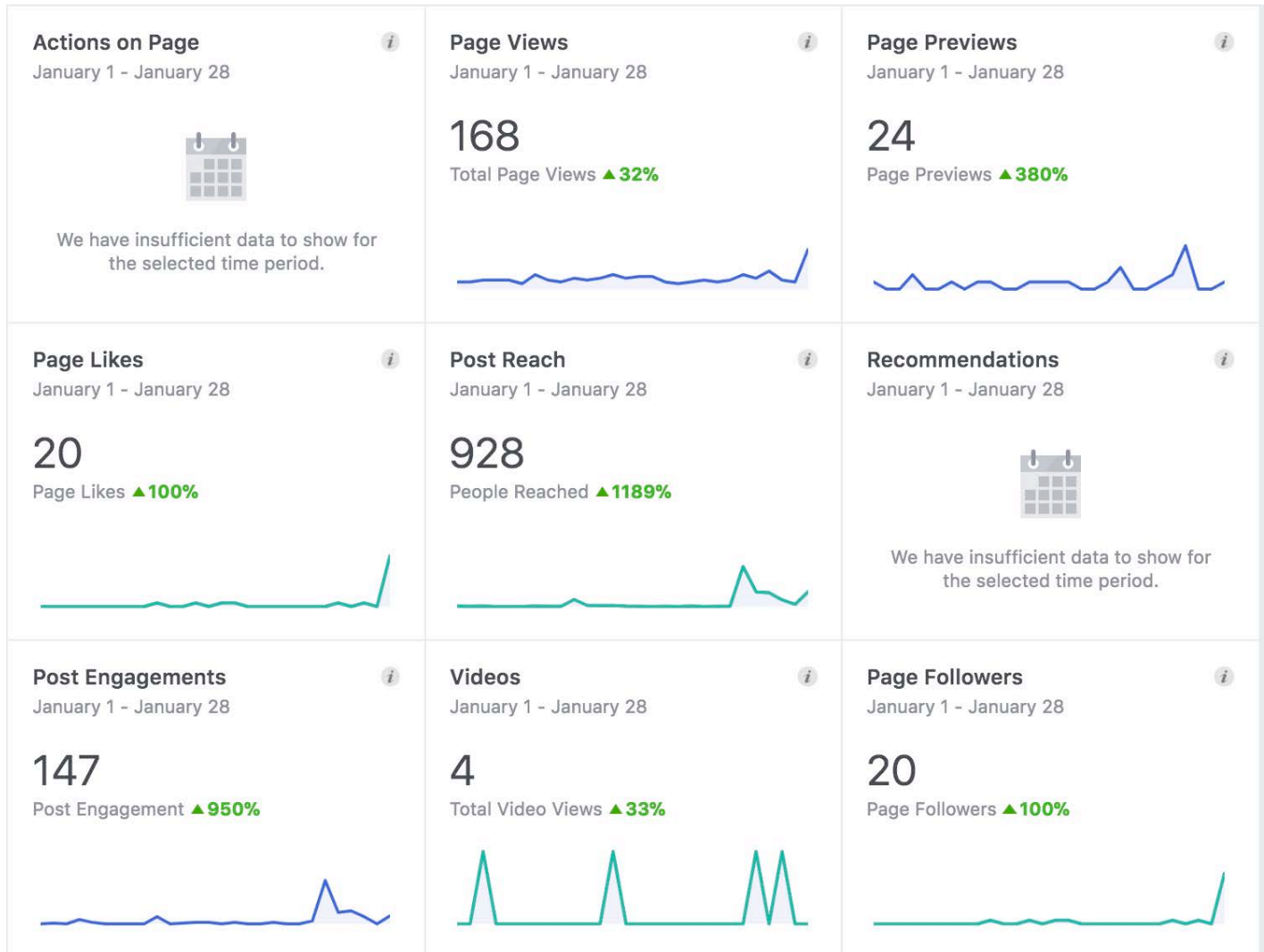
YEARPLAN UPDATE

The Student Community Support Network has been working on various events and campaign over the month of January. Since the past report, SCSN already did a House Hunt event in collaboration with FYC this January and the Community Ambassador applications are live right now! However, most of the January was spend planning events for the upcoming months.

SERVICE USAGE

Since the week of November 28th, our Facebook Activity has shown significant rise in outreach due to the promotion of the Community Connector Application and the House Hunt Event. In the last 28 days, we have reached out to 928 people with 20 new likes, in comparison to the last year promo, the outreach is still low as it was 4,385 but the likes showed a significant increase from 19 new likes around this time last year.

The SCSN Facebook page stands at 1,162 likes, and it's outreach is expected to increase once the promotion for Skating Night and the Farmer's Market Event is out.



PAST EVENTS, PROJECTS & ACTIVITIES

- **Housing Awareness Bootcamp**
 - o This event was mostly aimed to cater first year's to help them find housing for the upcoming year. FYC was responsible for booking the rooms in Hedden Hall and Mary Keyes and booking the projector. SCSN was responsible for providing the poster, snacks from Union Market and information material for the event. However, the attendance of the event was low due to multiple clash with Rez Events. To make up for lower attendance, up to 200 doorhangers and info cards regarding Tenant Rights and House Hunting were distributed.
- **Community Ambassador Application**
 - o After long first semester of re-hiring + modifications to the Community Ambassador JD, the application is finally out! SCSN worked with the underground to get the posters.

However, there is still lack of community ambassador application. In order to increase the application turnout, we are going to boost the post and do a “Tag Your Friend” contest on the SCSN facebook page with \$25 campus store gift card for the winner. Also, we are planning to boost the hiring post with the help of Michael Wooder to increase student outreach.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

- **Discover Your City - Hamilton Version**
 - o This event is going to be split over two different days. First event will be held on Feb 6 from 3-6PM, which will be a tour to Farmer’s Market, which will give McMaster Students an opportunity to explore Hamilton Downtown. SCSN reached out to Farmer’s Market to get potential sponsors for the event who would be able to provide food samples and promotions to the students. There are number of vendors who are interested in providing food samples, which would be a great way to attract more students to the event.
 - o Second event will be held after reading week, where McMaster students will be taken to different exhibitions in Art Gallery Hamilton. McMaster students usually get free admission to the AGH, so we are planning to book a bus and take McMaster students to the exhibition. The event is going to be 3 hours long from 3-6PM.

- **Annual Maroons Skating Night**
 - o This event is going to take place in collaboration with MSU Maroon. It will be held on Feb 11, at Pier 8. Students will be provided, free snacks, skates and board games. SCSN is responsible for providing promotion material, filling out EOHSS, and getting snacks for the students. Whereas Maroons are responsible for the providing free skates (upto 40) and promo the event.

VOLUNTEERS

- SCSN Core Executives are doing an amazing job of working in tandem as a team and meeting the deadlines for the events. Hopefully, we will get to see some new faces after the Community Ambassador Hiring is done.

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6102-0306	TOTAL SPENT IN LINE	41.68
	REMAINING IN LINE	1450
6501-0306	TOTAL SPENT IN LINE	\$1221.97
	REMAINING IN LINE	1778.03
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	0
	REMAINING IN LINE	
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		4500
TOTAL ACTUAL DISCRETIONARY SPENDING		1263.65
REMAINING DISCRETIONARY SPENDING		3,236.35

- Since last month, most of the budget was spent on the Annual House Hunt campaign, where SCSN was took care of the promotion material from underground and snacks from underground.



MEMO

From the office of the...

Vice-President (Finance) & CFO

TO: Executive Board
FROM: Vice President (Finance)
SUBJECT: Capital Expenditure -AVTEK
DATE: January 30, 2019

Members of the EB,

The following is a request for the allocation and expenditure of capital funds outside of the approved 2018-19 capital budget.

At the last SRA meeting in November, an incident occurred in advance of the meeting which damaged the audio equipment that AVTek was using to livestream. As the projection screen was lowering, the screen knocked over one of the artificial plants, which then fell on one of the AVTek cameras and the audio console. The camera suffered only cosmetic damage, however the audio console suffered substantial damage which has hindered its effectiveness. As such, we need to purchase a new audio microphone mixing console.

To repair the console, it would have to be sent to a supplier in the states, and they have indicated that this would take upwards of 4 months. During this time, AVTek would need to rent a new console from a local company. The cost of this rental from January-June was quoted by Long & McQuade to be \$1,768.45. This cost would be added to the repair costs.

To replace the console, Long & McQuade has quoted us at \$2,371.87. As such, I am recommending that Executive Board vote to allocate and expend \$2,500 to replace the console.

In normal circumstances, AVTek would charge the client for a replacement console, however as this damage was caused by the SRA, the cost is internal to the MSU.

If you have any questions, please do not hesitate to let me know. I look forward to our discussion.

Sincerely,

Scott Robinson
Vice President (Finance)
vpfinance@msu.mcmaster.ca

LONG & MCQUADE MUSICAL INSTRUMENTS LTD.
3180 MAINWAY DRIVE
Burlington, On L7M1A5 905-319-3330

Q U O T A T I O N

AVTEK-MCMaster STUDENT'S UNION
1280 MAIN ST W ROOM MUSC B 109
ACCOUNTS PAYABLE
HAMILTON ON
L8S 4K1

QUOTE # : SQ007842
DATE : 11/27/18
EMPLOYEE : REID PLOSS
E-MAIL : RPLOSS@LONG-MCQUADE.COM

PRODUCT #	DESCRIPTION	QTY	EACH	TOTAL
X32 COMPACT	BEHRINGER X32 COMPACT	1	2,099.00	2,099.00
	X32 COMPACT			

This Quote expires in 30 days
Thanks for your interest in our products

SUB TOTAL 2,099.00
ELEC HAND. FEE 0.00
HST 272.87
TOTAL 2,371.87



MEMO

From the office of the...

Associate VP Finance

TO: Members of the Executive Board
FROM: Alexandria Johnston, Associate VP Finance
SUBJECT: Sponsorship and Donations Meeting #4
DATE: January 30, 2019

Dear members of the Executive Board,

The Sponsorship and Donations Committee met on Thursday January 24th, 2019 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. A total \$750 to be donated to support students in attending the Engineers Without Borders Conference. We received 14 applications for this conference and in adherence to the Operating Policy we are capped at \$750 total. As such, the \$750 will be split equally and each student will be given \$53.57. The students are: Mohammad Abdulhussain, Maryam Sohail, Ayza Alam, Annika Yardy, Shunmathi Shanmugam, Ashvin Sharma, Sa'ida Shdaifat, Alexii Hernandez, Mehedi Newaz Khan, Jessie Liang, Mohammad Haque, Paul Tran, Juan Ortiz, Neha Shaikh.
2. A donation of \$250 to Shwetha Kamath to support them with the costs for the HOSA conference.
3. A donation of \$250 to Vaishna Kumaran to support them with their trip to Iceland this summer for course.
4. A \$250 donation to Jonathan Jin to support them with their summer research in Zurich, Switzerland.
5. A \$250 donation Jivitesh Wadhwa to support them with their trip for the Canadian Allstar Cricket Team.
6. A \$250 donation Sammie Dillon to support them with their trip to Peru with Global Vision.
7. A \$100 donation to Smart Steps to assist them with their end of the year thank you for their tutors.
8. A \$200 donation to MIREx to assist with any outstanding costs. Unfortunately, the committee was unable to meet in advance of their conference to consider any sponsorship so the committee felt a donation was appropriate.
9. A \$100 sponsorship to Student Starts conference in May 2019. In return, the MSU will receive their logo on attendee's t-shirts, all website and promotional materials and mentioned during ceremonies.

10. A \$250 sponsorship to the Rare Disease Review journal. In return, the MSU will receive, social medial and website promotions as well as a half page logo in the final print copies of the journal.
11. A \$500 sponsorship to the World Congress conference. In return, the MSU will receive advertisement through social media, logo on screens throughout the conference, and brand name on the website.

This is the fifth time this year that the Sponsorship and Donations Committee is making a recommendation to the Executive Board. This meeting the committee approved a total of \$3,149.98, as such, should the recommendations be approved the fund will now sit at \$3,610.02 to be used throughout the remainder of the year.

If you have any questions, please do not hesitate to contact me.

Best,
Alexandrea Johnston
Associate Vice-President Finance
avpfinance@msu.mcmaster.ca