



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-24
Date & Time: Thursday, February 7, 2019
 11:30 a.m.
Place: MSU Boardroom, MUSC 201

Items:	Time		
	1)	Adopt Agenda	
	2)	Adopt Minutes	
	3)	SWHAT Report	Sowmya Karthikeyan
	4)	WGEN Report	Jocelyn Heaton
	5)	CLAY Report	Giancarlo Da-Ré
	6)	Horizons Report	Emma Tomas
	7)	Yearplan	Epifano
	8)	Operating Policy - Pride Community Centre	Epifano
	9)	PCC Job Descriptions – Executives	Epifano
	10)	Open & Close EB Seat on Space Audit Committee	Scott
	20	11) Committee of the Whole – Organizational Updates	Farah
		12) Committee of the Whole – Services	Epifano
		13) 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
	11) Approval/Discussion
	12) Approval/Discussion
	13) Approval
	14) Provide Information & Answer Questions
	15) Unfinished/Other Business
	16) Time of Next Meeting and Motion to Adjourn

Motions

7. **Moved** by Epifano, **seconded** by _____ that the Executive Board approve the Horizons Coordinator's Yearplan, as circulated.
8. **Moved** by Epifano, **seconded** by _____ that the Executive Board approve the changes to OPERATING POLICY – MSU PRIDE COMMUNITY CENTRE, as circulated and attached.
9. **Moved** by Epifano, **seconded** by _____ that the Executive Board approve the changes to the following PCC Executive job descriptions, as circulated and attached:
 - Community Facilitation Coordinator
 - Events Coordinator
 - Promotions Coordinator

- Social and Political Advocacy Coordinator
- Volunteer & Training Coordinator

- 10.a)** **Moved** by _____, **seconded** by _____ that the Executive Board open one (1) EB seat on the Space Audit Committee.
- 10.b)** **Moved** by _____, **seconded** by _____ that the Executive Board close one (1) EB seat on the Space Audit Committee.
- 11.** **Moved** by Farah, **seconded** by _____ that the Executive Board move into Committee of the Whole to discuss the topic on the agenda, as circulated.
- 12.** **Moved** by Epifano, **seconded** by _____ that the Executive Board move into Committee of the Whole to discuss Services.

Executive Board Meeting 18-24
Thursday, February 7, 2019 @ 11:30am
MSU Boardroom, MUSC room 201

Called to Order 11:31am

Present Bertolo, Epifano, Farah, Florean, Gandzi, Hackett, Robinson, Warwani

Late Roshan

Absent

Others Present V. Scott (Recording Secretary), Jocelyn Heaton (WGEN Coordinator), Joshua Marando (Advocacy Coordinator), Drew McLean (Incoming PCC Coordinator), Emma Tomas (Horizons Coordinator)

1. Adopt Agenda

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

Amendments

- Epifano – Move Horizons Report and Yearplan to the end of the agenda
- Epifano – Move Operating Policy – PCC and Job Descriptions to the end of the agenda

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

Passes Unanimously

2. WGEN Report – Jocelyn Heaton presented

- Heaton summarized the report.

Roshan arrived at 11:33am

Questions

- Farah asked if volunteer retention was improving. Heaton responded that it was, and they currently have conversation prompts for volunteers to be comfortable with each other and having more students come in.
- Farah asked if WGEN has been getting any questions about the cuts to fees. Heaton responded that some students are concerned. They stated that in response to the news a faculty member donated money to the service, it was nice.

3. SWHAT Report – report attached

- Epifano went over the report.

Questions

- Hackett asked about this time of year when the weather is bad. Epifano responded that if there aren't enough volunteers for the service to run then they would close.
- Florean asked for an update about gossip in the service. Epifano responded that it seemed to be going well and that the PTM got the exec team to help with moving the conversation away from those topics.

4. CLAY Report – report attached

- Epifano went over the report.

Questions

- Farah asked if the meeting went well. Epifano responded that they met with just Dave to set up the HWDSB meeting, which went well. Epifano stated that Dave was optimistic about it, and that it would help build a relationship. They stated the biggest thing though is that HWDSB can't endorse a program that isn't run by them, so they have to think about what to do.
- Farah asked if the students going to info sessions was endorsing. Epifano responded that it was.

5. Open & Close EB Seat on Space Audit Committee

a) Open Seat

Moved by Robinson, **seconded** by Warwani that the Executive Board open one (1) EB seat on the Space Audit Committee.

Passes Unanimously

b) Close Seat

Moved by Hackett, **seconded** by Roshan that the Executive Board close one (1) EB seat on the Space Audit Committee.

Nominations

- Florean

Passes Unanimously

6. Committee of the Whole – Organizational Updates (Accessibility)

Moved by Farah, **seconded** by Florean 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 Epifano 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 spoke about tech accessibility, the website and compliance with AODA and that they are to look into the maintenance of the website. Farah reported that caucus leaders should be informed to update their sections of the website. Farah reported that the Board discussed physical accessibility on campus and will explore options to make the committee room more accessible, BSB field and sidewalks and walkways on campus. Farah reported that the Board also discussed financial accessibility and looking into better ways for students to apply for the emergency bursary. They also discussed making reporting clubs easier as well.

7. 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

8. Closed Session

Moved by Epifano, **seconded** by Warwani to move into Closed Session.

Passes Unanimously

9. Return to Open Session**OPERATING POLICY – MSU PRIDE COMMUNITY CENTRE**

Moved by Epifano, **seconded** by Roshan that the Executive Board approve the changes to OPERATING POLICY – MSU PRIDE COMMUNITY CENTRE, as circulated and attached.

- Epifano went over the memo with the Board. They explained that they are bringing forward job descriptions and the operating policy needs to reflect the changes to the service.
- Farah asked about the training accountability now being shifted to everyone. McLean responded that throughout the service training has been on all of the executives, so the operating policy doesn't reflect this and there is a huge strain on the volunteer coordinator.

Vote on Motion

Passes Unanimously

10. PCC Job Descriptions – Executives

Moved by Epifano, **seconded** by Roshan that the Executive Board approve the changes to the following PCC Executive job descriptions, as circulated and attached:

- Community Facilitation Coordinator
 - Events Coordinator
 - Promotions Coordinator
 - Social and Political Advocacy Coordinator
 - Volunteer & Training Coordinator
- McLean went over the memo with the Board.

Vote on Motion

Passes Unanimously

11. Yearplan

Moved by Epifano, **seconded** by Robinson that the Executive Board approve the Horizons Coordinator's Yearplan, as circulated.

- Tomas went over the yearplan with the Board.
- Florean asked if they will be transitioning with Spark to lead into each other. Tomas responded that they have thought of that. They explained that they have an applicant workshop with Spark and will be helping with one of the sessions. Tomas added that they have been speaking with the incoming Coordinator and that they have been discussing the importance of linking the services together. They stated that they thought that there was value to that, but also making sure not just passing things off onto Spark.
- Roshan asked about having conversation with session coordinators with Spark to make sure sessions aren't being recycled from Horizons. Tomas responded that since Spark takes place every week and

Horizons was a weekend, a lot could be forgotten. They stated that repetition wasn't entirely bad, such as support and wellness. Tomas added that activities would be ideally not be repeated though.

Vote on Motion

Passes Unanimously

12. Horizons Report – Emma Tomas presented

- Tomas summarized the report. They added that they have hired 8 out of 10 members and will be re-opening applications for volunteer and logistics and sessions coordinator as they didn't have strong candidate pool.

13. Information and Questions

- Hackett announced that Advocacy Week started today.
- Farah reported that there haven't been any updated on OSAP, and there hasn't been any official wording in the tech brief about opt-outs.
- Robinson reported that at the last SRA meeting he let them know the SAB was overbudget, they met with Facility Services and Ath and Rec and they're all going through value engineering and there have been positive results from the conversations. They stated that they have cut \$2 million but there's still a large chunk overbudget, and the MSU is looking to get the University to contribute more money. Robinson announced that the SLEF fund video went up, and there are lots of votes coming in. Robinson reported that TwelvEighty will be bringing in local Hamilton craft beers, and that the Grind will be giving half off of coffees to those who bring 'please play again tabs' from Tim Horton's.
- Florean stated that there was a lot of concern for the OSAP changes, but hasn't hear anything about the possible health care privatization. Farah responded that it's a good point but hasn't been confirmed yet, but they could be proactive to figure out the cycle. The Board spoke about the rumours, and how it could affect students and how to possibly address the situation.
- Epifano asked the Board to please fill out their availabilities on the google doc for hiring.

14. Adjournment and Time of Next Meeting

Time of Next Meeting:

Thursday, February 14, 2019

11:30am

MSU Boardroom, MUSC 201

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

Passes by General Consent

Adjourned at 1:21pm

/vs



REPORT

From the office of the...

WGEN Coordinator

TO: Members of the Executive Board
FROM: Jocelyn Heaton
SUBJECT: Women and Gender Equity Network Report #6
DATE:s Feb 5th, 2019

UPDATE

Since the last report we ran two collaboration events, one with MMPJ and one with the AVN and ISP. Both of these events were extremely successful. We closed the space for the holidays but kept up our social media presence. In January we ran a refresher training and opened the space on January 14th. Space usage and volunteer conduct has significantly improved since the last report. We are in the process of finishing our February campaign, Bodies are Dope.

SERVICE USAGE

Physical Space

In order to track usage, we have one volunteer per shift assigned to complete an intake form. Since the last report we have had four weeks of operation. From Nov 26th - 30th, 54% of intakes were completed reporting 53 space users. From Dec 3rd - 5th (closed on the 6th for exams), 46% of intakes were completed reporting 27 space users. From Jan 14th - 18th, 56% of intakes were completed reporting 53 space users. From Jan 21st - 25th, 59% of intakes were completed reporting 49 space users. From Jan 28th - Feb 1st, 54% of intakes were completed reporting 40 space users. In this time we have received 7 disclosures of sexual assault. Given the low intake completion we assume that there are more users than counted accessing our space. We have offered the volunteers a deal that if they increase their intake completion up to 75% per week the exec gets to pie me in the face.

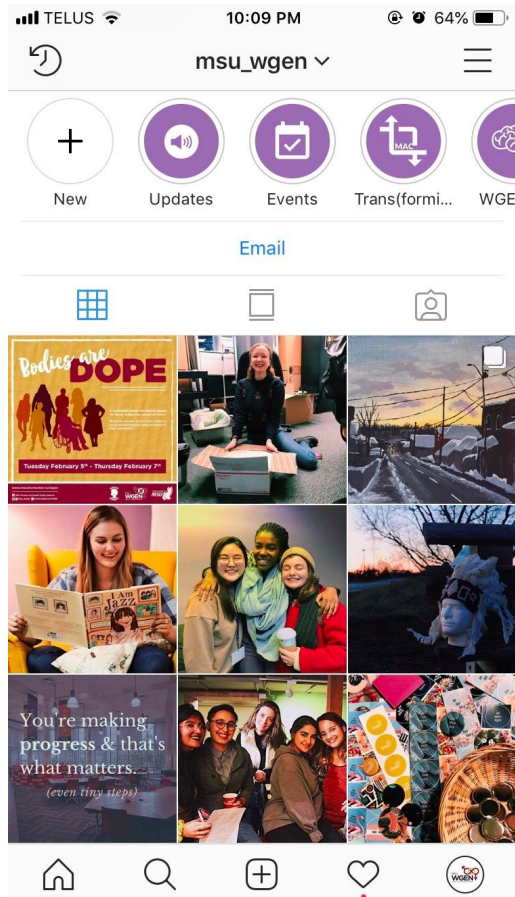
Since our refresher training in January we have noticed a significant increase in space usership, improvement in volunteer conduct and better space morale. We went over the key points of space facilitation and did a lot of scenario based learning during the Training and we think this has significantly improves our space.

Resources

We have given out 4 books since the last report and 2 binders. We received a partial shipment of binders from our sponsor gc2b but it did not contain any large binders which is the size we are out of. We expect another shipment to come soon.

Social Media

Our Facebook, Twitter and Instagram engagement has remained fairly constant. We tried to keep our social media presence consistent over the holidays and made a few posts during that time. Since then we have not launched any campaigns or projects of our own but have been sharing other school and community initiatives.



PAST EVENTS, PROJECTS & ACTIVITIES

Since the last report we ran two collaboration events, one with McMster Muslims for Peace and Justice and one with the Anti-Violence Network and the Indigenous Studies department to put on a day of events for Dec. 6th, the Day of Remembrance and Action for Violence against Women. the MMPJ collaboration was wonderful and very well attended. We got amazing feedback and lots of interests in WGEN from MMPJ regulars. The AVN and ISP collab was also very successful, although emotionally difficult. I was interviewed with other planning members on Cable 14 for their City Matters section

We also ran a refresher training in January. The training itself ran smoothly and we get very positive feedback from volunteers. There was some conflict among the execs and myself this weekend as we were having trouble deciding how to best accommodate



REPORT

From the office of the...

WGEN Coordinator

members of our team with service animals and members of the team who are severely allergic to those animals. It did result in a lengthy conversation between the executives where they were able to share some grievances they had with how I handled the situation and also bring up conversations about other areas of improvement. Although this was a difficult situation for the whole team, I believe we came out stronger and I am glad my executives felt comfortable sharing their concerns with me in such an open and honest manor.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

This week we are hosting a campaign called Bodies are Dope. (I am writing this before but the campaign will be over by the time I report). There are 5 events in total and I will report more on the success of the events in my next report. We have also begun planning our March campaign, Making Waves. We are hoping to bring in a large speaker for the event but have not confirmed funding or availability as of yet.

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6102-0308	OPIRG button maker	\$30.30
6102-0308	Trans(forming) Mac	474.13
6102-0308	MMPJ collaboration	87
	TOTAL SPENT IN LINE	\$591.43
	REMAINING IN LINE	\$2208.57
6103-0308	Clubs Button maker	\$12
6103-0308	WGENius prizes and food	\$186.23
6103-0308	Clubsfest tables	\$20
6103-0308	Spooptacular props and food	118.85
6103-0308	Bounce check reimbursement	-36.79
	TOTAL SPENT IN LINE	\$300.29
	REMAINING IN LINE	\$699.71
6501-0308	Sponsorship poster	\$55.00
6501-0308	Website banners	\$55.00
6501-0308	Hiring graphics	\$75
6501-0308	WGENious package	\$75



REPORT

From the office of the...

WGEN Coordinator

6501-0308	Survivors	35.65
6501-0308	Black and Gendered	109.65
6501-0308	Spooptacular package	150
6501-0308	Trans(forming) Mac	275
6501-0308	Bodies are Dope	275
6501-0308	Miscellaneous charges	139.69
	TOTAL SPENT IN LINE	\$1294.99
	REMAINING IN LINE	\$205.1
6494-0308	Mistaken charge (2017-2018)	420.63
6494-0308	Fall volunteer appreciation	70
6494-0308	Faculty Donation	-50
	TOTAL SPENT IN LINE	440.63
	REMAINING IN LINE	\$309.37
6804-0308	Training Weekend	\$273.16
6804-0308	Refresher Training	351.73
	TOTAL SPENT IN LINE	\$624.89
	REMAINING IN LINE	\$75.11
<i>TOTALS</i>		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$6,800.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$1,369.77
REMAINING DISCRETIONARY SPENDING		\$5,430.23

The above budget is what I have recorded, although I have been reviewing the budget with a few people to assure the numbers are matching up on the MSU side. We received a donation and got funds back from a cheque and so have gained some money.



REPORT

From the office of the...

WGEN Coordinator

VOLUNTEERS

Our Safer(r) Space volunteers are improving significantly. We had some issues with volunteer engagement last term but we have noticed since the refresher a boost in morale and performance. We added a few space activities to keep people talking and engaged. Notably, we have yarn and needles in the space and volunteers are learning how to knit, and even utally going to knit a blanket for the space. (exciting!)

Our Events Committee volunteers has not been running very smoothly since the last report. We have had many volunteers skip meetings and not complete tasks right before a campaign week. As a result the Community Events and Planning executives, particularly Nealob, have had to take a on a lot of extra work. Once we are through the brunt of this campaigns work we will have to reevaluate how we run the committee and come up with a strategy to improve its functionality for the next campaign.

I am very pleased with my executive team this year. As mentioned above there was a conflict with the executives and myself as a result of our training weekend and decisions I made that resulted in a team member feeling unaccommodated. This situation was very difficult to resolve but a meeting with the whole team shortly after the training weekend resulted in a lot of honesty and openness about ways I can improve my management of the team to make their experiences better. I greatly appreciate their vulnerability in sharing this with me.

CURRENT CHALLENGES

One of my main challenges right now is implementing the feedback from the aforementioned meetings with my executives. I am working on being more explicit about my flaws and my boundaries so that executives can feel comfortable coming to me with personal and professional problems, but I can also make clear when I cannot be available for support.

SUCSESSES

Generally, the term has started with a few ups and downs but I think even the conflicts helped the team grow. I think the month of January set a good foundation for what will hopefully be a very strong last fews months of my term, with two major campaigns either underway or being planned, and improvements in space usage and volunteer conduct.

OTHER

N/A



REPORT

From the office of the...

SWHAT PTM

TO: Members of the Executive Board
FROM: Sowmya Karthikeyan
SUBJECT: SWHAT Report 6
DATE: Thursday, February 8th, 2019

YEARPLAN UPDATE

The service started out strong this year. Our increased usage and activity from last semester did spill over and therefore, our community engagement continues to stay as strong as ever. As per my yearplan, we are piloting a non-binary scheduling system for February. We have just started! While it's an adjustment for our volunteers, thus far, its been going well. Alongside this pilot, I am also setting up meeting with a number of identity-based services on campus. I am hoping that with these meetings, I can gather some ideas as to how we can change/remove many of the stigmas associated with the service.

SERVICE USAGE

Service usage has remained consistent from last year. We average about 7-10 walks on weeknights and 3-4 walks on the weekends. We have a number of regular clients, due to which, our online walk form is being used more often.

PAST EVENTS, PROJECTS & ACTIVITIES

In December, we ran a series of de-stressor events for our volunteers. We did about 7 of them and volunteers had the option to attend as many or as few of them as they liked. We also had skating night earlier in January. Although our turnout in terms of numbers was low, those of us who did go to Pier 8 had a great a time. As mentioned, our non-binary scheduling system is currently underway.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Next month will be our second Walk-a-thon of the year. Our November walk-a-thon was very successful, we had about 275 walks in total, and so we were able to donate that much to SACHA. Typically, the March walk-a-thon has lower engagement. However, we are looking to work on that and so we are working on some promotional schemes to be able to more strongly advertise the walk-a-thon.

We are starting hiring! Next week, we will be opening hiring for next year's exec team. As those Exec interviews are happening, we will open volunteer

(walker + dispatcher) hiring. With this hiring timeline, we should be able to complete full team hiring before the exam season.

BUDGET

At this point, most of our budget lines have been well used. Most recently, we made large purchase orders for advertising material and volunteer appreciation. More specifically, we have bought stickers, lanyards and sweaters.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
5003 - 0117	TOTAL SPENT IN LINE	373.72
Office Supplies	REMAINING IN LINE	826.28
6120-0117	TOTAL SPENT IN LINE	275
Annual Campaigns	REMAINING IN LINE	325
6494-0117	TOTAL SPENT IN LINE	1677.09
Volunteer Recognition	REMAINING IN LINE	129.91
6501-0117	TOTAL SPENT IN LINE	889.81
ADV and Promo	REMAINING IN LINE	610.91
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		10000
TOTAL ACTUAL DISCRETIONARY SPENDING		7479.38
REMAINING DISCRETIONARY SPENDING		7,560.62

VOLUNTEERS

It has been a bit of a difficult time for volunteers because of the cold. I have volunteers be reluctant to go on walks and even come to shift. For this reason, I have been working on making sure that morale remains high on shifts and also I have been reminding volunteers about how essential it is for them to continue to come to shift. Additionally, I have also brought extra winter wear to the office so that volunteers have the opportunity to bundle up and stay warm. Otherwise, as I've mentioned before, volunteers are super comfortable with each and our regular clients.

CURRENT CHALLENGES

Our biggest challenges have had to do with volunteer attitude, however, my exec team and work with this as needed. Additionally, in the colder times, we are making that volunteers get extra time to warm up between walks and the execs will also take on walks as needed.

SUCSESSES

Volunteers are responding very well to our non-binary scheduling pilot. They are being cognizant about working with our new system and consciously making sure that they are being more inclusive when explaining our service to non-volunteer and clients.



REPORT

From the office of the...

CLAY Coordinator

TO: Members of the Executive Board
FROM: Giancarlo Da-Ré
SUBJECT: CLAY Report 2
DATE: February 4, 2019

YEAR PLAN UPDATE

I have been able to stay on track with my year plan for January and early February. Since my last year plan update, I have submitted all EOHSS forms that I can see myself needing for the rest of the year. They have also all been accepted and all room bookings have been submitted with the exception of conference-specific training which will be completed shortly.

We have also begun meeting with organizations and schools in the Greater Hamilton Area which is exciting. While transportation was originally a concern, so far timing has allowed for public transit with no issues.

We are also on time with our Staff Team hiring process. Applications were released on January 27th and are due February 10th at 11:59pm. We are hiring for Leadership Developers, Leadership Developer Events/Special Errands Team and Media Team members. I am optimistic that we will have a decent pool of applicants both qualitatively and quantitatively. Most of the members on our planning team have never been involved in a hiring process this large before so it has been a real treat working through everything with them. All of our staff application questions were decided together through critical analysis and team voting. I am excited for next steps in the hiring process and I think members of our planning team are excited to learn and contribute to the process as much as I am excited for them to be a part of it!

All planning team positions are moving in full drive and our team is beginning to feel a sense of cohesion with exciting steps in the planning process approaching, including hiring, a trip to Camp Trillium, and delegate registration. While we have not had a planning team retreat yet, I am planning to see what the schedule is like for our team in the coming month. If this does not seem to be an option, we will continue to look for dates, with the final option of doing something as a team after the CLAY conference has ended. The reason this is not a major worry for me so far is that all of the major points I wanted us to cover during that retreat have been covered, and cohesion has naturally increased with time.

SERVICE USAGE

Our main service usage so far has been through social media interactions and application submissions for our 2019 staff team. Our Instagram post on January 27th for staff applications was boosted with \$28, and resulted in 65 likes and 11 page saves. On Facebook, since our application release on January 27th, our posts have reached over 9000 screens, we've had 6 new page likes/follows, we've had 1082 post engagements, and our video post has been played for at least 3 seconds 980 times. We also created a Facebook Event which has reached 1.7K people with 495 views and 129 responses. There were just under 1500 individuals invited to the event. This was accomplished with the help of the entire planning team.

With a historical low application rate for the Media Team positions, I have also made a post with our recap video from last year to promote this position which reached 415 people and had 41 engagements. Additionally, I reached out to the McMaster Photography Club page on Facebook to help promote this position from their account, which they did. In the last week of applications I will focus on promoting the Leadership Developer Events/Special Errands Team position as I feel that position also historically has not had as many engagements. Though in fairness, it has gained more attention in the past two years. I do not believe the Leadership Developer position requires as much additional or special promotion, though I will also promote this in the final days before the applications are due.

PAST EVENTS, PROJECTS & ACTIVITIES

Last report I mentioned that I was in communication with Khadijeh Rakie from the EIO with regards to AOP training. I have decided to move forward with this decision, and am excited to hear back from the EIO about working together this year. I am still deciding who will assist with the Peer Support section of the conference-specific training, and am hoping to send out an email to potential facilitators in the coming weeks.

Last report there was also mention of a meeting with Dave Heidebrecht from the Office of Community Engagement. I had this meeting with Dave and it went really well. We are on the same page, and Dave has helped us to organize a meeting in the near future with representatives from the HWDSB to try and begin a re-build of our relationship with them.

Staff applications have been a major project that is currently underway, and I will have updates in my next EB report about how many applicants we receive.

With regards to work from the Underground, we have had the outreach package, sponsorship package, sponsorship flyer and hiring promotional material created by one of the junior designers. Our team is really excited to start distributing the material and we are very happy with the outcome of these!

While our Sponsorship Coordinators are mainly focusing on sponsorship donations, they have been brainstorming a couple ways to fundraise on campus. While fundraisers do not bring in as much money as Sponsorships, they are a key aspect of student engagement on campus with MSU CLAY, and so we have decided to bring back the MSU CLAY coffeehouse on March 28th in Bridges. We are in the early planning stages of this event, but EOHSS has been approved and our Sponsorship and Fundraising Coordinators have been in contact with the booking contact for Bridges.

Recently, Shemar Hackett, Stephanie Bertolo and I met with Terry Cooke, the CEO and President of the Hamilton Community Foundation. At this meeting I requested funding from the HCF to help secure our relationships with Hamilton organizations financially who typically rely on subsidized spots for the attendance of delegates from their organizations. This originally was going well until I was informed that the ABACUS program which we were hoping to receive funding from is specific to middle school students, which are out of the demographic range of CLAY. After this distinction was made, I have not received any further replies from the HCF.

Another organization we are hoping to work with more this year is Empowerment Squared. During a meeting with Priya at their location downtown, we discussed different ways we could improve our relationship with Empowerment Squared and their high school students from last year. Some of these include potentially having

CLAY representatives volunteer at Empowerment Squared prior to delegate registration to get to know students better, extending conversations into the summer when the CLAY Coordinator position has historically not had a place, and creating a more engaging/interactive delegate registration presentation. We are thinking about potentially presenting an example of a session that students might see at CLAY (or something similar) which anyone who attends the meeting would be able to participate in. This would be a collaboration between our Outreach Coordinators and our Sessions Coordinators. I am optimistic about this relationship and am looking forward to working closer with them.

Lastly, I have requested that LIFT church volunteers come to help set up and provide breakfast during both of our conference-specific trainings on May 18th and 19th. This has been confirmed and should save us a lot of money for those trainings.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

I mentioned previously that a meeting has been scheduled with members of the HWDSB to strengthen relations. That meeting is scheduled for February 20th with Jeff Wingard, Shawn McKillop (manager of communications and community engagement), Amber Aquin (acting HWDSB supervisor of engagement), Dave Heidebrecht, Kristina Epifano and myself.

We also have been invited to present about CLAY to at a Catholic Student Leadership meeting for the TCDSB on February 26th, which could be a great step towards gaining exposure for our conference among TCDSB schools.

This February 7th we have a planning team trip to Camp Trillium scheduled. This is super exciting as the team will get to meet Paul Luciani, our contact at the camp, and also will get a nice tour of the campsite. This is important for returning members to have a refresher of the campground, and also for new members who have never been to Camp Trillium. We will be taking two cars, and so far only 10/11 planning team members will be able to attend the trip. This should really help with the planning aspect of the Events Coordinator role especially because they need to know the layout of the camp in order to start planning things like Theme Night, the Coffeehouse and our Camp Hour which we currently have no intentions of removing.

Another project coming up soon is the marking of applications and staff team interviews. Prior to February 10th, everyone will be informed about the exact plan for marking, including which questions they are marking, how they will have access to questions, and our various strategies for being as unbiased as possible. I will export the survey for our application on February 11th and will create new spreadsheets for each planning team member that only have one column: the answers they are marking. This way there is no chance they can see who submitted the application, and if they recognize the individual by their answer and feel they cannot mark the question without inherent bias, they will know to communicate that with me so someone else can mark that person's application. Planning team members will be marking sets of questions, not applications, which should eliminate the chances of one person's tendency to mark slightly higher or lower than another member from affecting the comparative score of any given applicant. There will also be at least three sets of eyes on every answer. Any major marking discrepancies will be discussed in a team meeting prior to interview offers being sent out.

Interviews will be between March 2nd - 3rd in IAHS, and our planning team is currently crafting questions for the different stations that applicants will move through. Last year there was a major push to try and make our interview weekend more inviting for

applicants, and I intend to continue that push this year. Some ways I hope to do this are the use of fairy lights at all of the stations, playing music at the initial check-in and a group address that includes a fun icebreaker. The logistics of the interview weekend will be organized by our Volunteer and Logistics Coordinator.

Delegate registration will be open within the next week or so. During my last EB meeting, the idea was brought up of using a button that would notify me directly that someone would like to access a subsidized spot so they did not have to open and craft an email separately wishing to do so. After talking with Pauline, this exact function does not exist, but we can provide an option for a button that can direct delegates to a quick form that they can submit rather than drafting an email separately. This seems to be our best option so far.

The Applicant's Workshop is coming quickly, and will be done in two parts. The first part will be a livestream Q&A style with some representatives from the Maroons on February 5th. On February 7th students will then have the option of working practicing what they learn about in the livestream with facilitators from FYC, Maroons, CLAY, Spark and Horizons. This has been an exciting process to plan, but also has been slightly challenging due to our difficulty in finding times to meet. There will be cover letter/resume tips from a representative from the Student Success Centre, application question help, 1-on-1 interview practice/feedback as well as group interview practice/feedback. We are hoping to maximize the ratio of facilitators to students, and are hoping that while we have had increased exposure of the event through promo from the Maroons page, we have 5 services involved which should increase the number of facilitators at our disposal.

BUDGET

I have spent money on the Sponsorship and Outreach Packages as well as our staff team hiring promotional material. Staff team hiring material includes graphics from the underground and \$28 of Instagram boosts, directed at a demographic that would maximize our engagement with undergraduate students. We will also have to reimburse the drivers for our trip to Camp Trillium on February 7th.

VOLUNTEERS

We will soon have another 50 members on our team. Until then it remains the 11 of us.

CURRENT CHALLENGES

The only major challenge in the past few weeks has been trying to find new funding opportunities. We recently also tried to partner with Donut Monster as a fundraising idea, but realized the amount of effort that would be required to sell enough donuts to make the idea worthwhile seemed too high. It was decided this effort would be put into the Coffeehouse at bridges and into sponsorships.

SUCCESSSES

Our major successes so far include creating a staff team application as a full planning team, sticking to schedule and increasing team cohesion despite the setback of not being able to have a planning team retreat. We will soon mark applications and grow our team by 50 members which will be a major accomplishment.



MEMO

from the...

Pride Community Centre Coordinator

TO: Executive Board
FROM: Drew McLean & Miranda Clayton, PCC Coordinators
SUBJECT: Operating Policy Updates
DATE: February 5, 2019

Dear Executive Board,

In this memo I have summarized the necessary changes to the Operating Policy in preparation for 2019-2020 operating year. These changes have been informed by the operation of the PCC this year, and the larger changes to the service that have come with re-branding and restructuring. Mainly, the changes made are to highlight the job description changes and reflect what services are operational in practice.

The changing of Volunteer and Training Coordinator to Volunteer Coordinator

- The rationale for this is so the title of the Job Description matches that of the position listed in the Operating Policy. Training has always been a collective effort from all executive members, as some will have more knowledge and/or experience on certain topics.

Changing “facilitating weekly welcome groups” to “facilitation community groups”

- The rationale for this is due to reflect the operational change in support groups provided by the PCC. The PCC has renamed and rebranded their support groups and this change better encompasses all the groups now being facilitated.

Thank you for considering these changes, let us know if you have any questions.

Sincerely,

Drew McLean & Miranda Clayton

(Incoming and Outgoing) Pride Community Centre Coordinators



MEMO

from the office of...

Pride Community Centre Coordinator

TO: Executive Board
FROM: Drew McLean & Miranda Clayton, PCC Coordinators
SUBJECT: Job Description Updates
DATE: February 5, 2019

Dear Executive Board,

In this memo I have summarized the necessary changes to the Executive Team Job Descriptions in preparation for 2019-2020 hiring. These changes have been informed by the operation of the PCC this year, and the larger changes to the service that have come with re-branding and restructuring. The below statements will be referred to throughout this memo.

Statement 1: “Aid the Coordinator and the rest of the executive team in the planning and execution of September and January training workshops.”

Added to all roles.

Statement 2: “Work with the Volunteer Coordinator ahead of the events to organize volunteers in a thoughtful and resourceful way.”

Added to roles planning events that volunteers will be attending (SPA and Events Coordinators).

Statement 3: “Complete space bookings, EOHSS forms, and other logistical duties in conjunction with the PCC Coordinator.”

Added to roles needing space bookings (SPA, Events, and Community Facilitation).

Changes to the Volunteer Coordinator position include renaming the position from “Volunteer and Training Coordinator” to “Volunteer Coordinator.” The rationale for this is that Training has always been a collective effort from all executive members, as some will have more knowledge and/or experience on certain topics—this should be reflected in the job descriptions. Consequently, Statement 1 has been added to all executive job descriptions. Furthermore, the removal of “monthly sessions” from the Administrative Functions for the Volunteer Coordinator was done as training only occurs twice (in September and January).

Changes to the Social and Political Advocacy (SPA) Coordinator position include the addition of Statement 1 about training, as well as “*Ensure that all training sessions follow anti-oppressive, positive space, anti-racist, and intersectional frameworks.*” Statement 2 was also added for volunteer engagement with SPA

events. One small additional change was the clarification of “Coordinator meetings,” changing it to “executive meetings.”

Changes to the Events Coordinator position involved the re-vamping of this role to more accurately reflect the PCC Operating Policy and recent re-structuring of the service. This position previously focused only on athletics and intramural sports events. While these are important events to have, focusing solely on this does not reflect what the PCC does, the work of the Events Coordinator, or acknowledge community events that we hold. The changes for this role involve expanding the events planned to “community events” which “include, but are not limited to, community building events, socials, sexual health events, educational events, and athletics events.” Partnering groups were also expanded to include “LGBTQ2SI+ clubs, EIO, and other MSU Peer Support Services” along with McMaster Athletics and Recreation. Statement 1, 2, and 3 were also added for congruity.

Changes to the Research and Resources position include the addition of, “*liaising with like-minded organizations in the Hamilton community to discuss and acquire resources*” as well as the specification of resources to include “*safer sex, sexual health, and trans-related resources.*” Our space should be mandated to provide these resources for LGBTQ2SI+ students at McMaster, and currently provides some of these already. Statement 1 was also added along with, “ensure that all training sessions follow anti-oppressive, positive space, anti-racist, and intersectional frameworks” to the Research Function.

Changes to the Community Facilitation Coordinator position include support and welcome groups being changed to the broader term “community groups.” The addition of Statement 1 and 3 were added for congruity with the rest of the roles.

Changes to the Promotions Coordinator position include the addition of Statement 1, and another statement mandating their weekly participation in executive team meetings to be congruent with the other job descriptions.

Thank you for considering these changes, I am excited to begin the hiring process for the next school year.

Sincerely,

Drew McLean & Miranda Clayton

(Incoming and Outgoing) Pride Community Centre Coordinators

YEAR PLAN
MSU HORIZONS CONFERENCE
EMMA TOMAS
2019
(submitted February 5 2019)



OFFICE OF THE HORIZONS COORDINATOR

INTRODUCTION

Hello,

My name is Emma Tomas and I am overwhelmingly happy to be the Horizons Conference Coordinator for 2019. I have always felt the immense positive impact of Horizons every year; I attended the conference as a delegate in 2016 and was a staff member for 2017 and 2018. Being the Coordinator has always been a dream of mine, and I am unbelievably excited to create a conference where delegates and staff leave feeling the love, energy, and passion that I always do.

The Horizons Conference is now in its 17th year and has experienced monumental changes since it first began. Most recently, the past two Coordinators have taken delegates off-campus to explore Hamilton and connect with the larger community. I will be building off this theme by integrating more experiential inquiry-based activities into each event, while encouraging discussions about social activism and community development. I hope delegates will leave the conference with a passion for their McMaster community and the critical thinking skills (and support!) to effect positive change.

I hope to restructure Sessions (with recommended and additional activities within each session) such that they enable and encourage LD adaptability to suit delegates needs. Feedback has indicated delegates personalized activities to accommodate unengaged or very engaged groups. The goal is to promote growth in desired and unexpected ways throughout the weekend. This change in Sessions structure will alter staff training, yet I hope it will ensure staff feel more confident entering the conference.

Those are only a few of my goals for this year's conference. Below you will find a detailed explanation of every goal and timeline, such as increasing delegate outreach with a goal of ~200 students registered. Although the role may present unforeseen challenges and new opportunities for growth, I have confidence in the passion of myself and the Planning Team to create a memorable experience for incoming Marauders. I am beyond excited to get started!

I am always open to feedback and opinions, as I believe the best Horizons conference will be one that we create together. If you have any questions or comments, please do not hesitate to contact me via email at horizons@msu.mcmaster.ca.

Best,

Emma Tomas

Goals/Objectives

(calendar and checklist)

JANUARY	
Service Goal/Objective	Planning Team application promotions Dates: January 13- 27
Why:	To hire 10 passionate, experienced, and adaptable Planning Team Volunteers to fulfill the roles of: <ul style="list-style-type: none"> • Events Coordinator (2 positions) • Sponsorship & Fundraising Coordinator (2 positions) • Media & Design Coordinator (1 position) • Volunteer & Logistics Coordinator (1 position) • Outreach Coordinator (2 positions) • Sessions Coordinator (2 positions) <p>Ensure sufficient engagement with the McMaster community via Facebook, Instagram, Twitter, and MSU website. Doing Instagram takeover Wednesday January 23, 2019.</p>
Difficulties:	Finding diverse and interesting ways of promoting applications.
Partners:	MSU Communications Officer, MSU VP-Administrations
Service Goal/Objective	Network, Administrative, and Budget Training & Overall Transition Dates: All of January
Why:	To understand the diverse aspects of the Coordinator role as well as how to best fulfill them. To better understand the administrative aspect of the MSU (such as reporting to the Executive Board). To read all Transition Reports from 2018 Conference to better understand the strengths and weaknesses of the previous conference.
Difficulties:	Knowing which members to contact for further support, training, and guidance. Undergoing the extensive learning curve associated with the role. Finding appropriate times to meet.
Partners:	MSU VP-Administrations, MSU VP-Finance, Pauline Taggart, Past Horizons Coordinator (Joshua Yachouh), MSU Underground
Personal Goal	Learn to balance Horizons workload with academic and extracurricular commitments.

FEBRUARY

Service Goal/Objective	Interviews and hiring of Planning Team Interview Dates: February 4-7 Hiring/Email Date: February 9/10
Why:	To hire Planning Team with supportive, accessible, and appropriate interviews. Ensuring all hiring-related correspondences reflect well on the service and the MSU.
Difficulties:	Finding time where all Hiring Board members are available for interviews. Create appropriate and unique interview questions.
Partners:	Members of the Hiring Board (Connor MacLean and Adrianna Michell) Planning Team Applicants
Service Goal/Objective	Transition and Orientation for Planning Team Dates: All of February
Why:	Meeting with all Planning Team members individually as well as in pairs to understand individual needs, goals, and create a shared vision. First Team meeting and bonding opportunities to establish sense of community and passion for Horizons 2019. Discuss expectations for each other and for me.
Difficulties:	Ensuring Team is available for meeting times. Finding ways to determine shared vision/goals for conference. Ensure they have access to the folder to read general conference feedback and also for their roles. Finding solutions to Planning Team questions that I may not yet have.
Partners:	All members of the incoming Planning Team.
Service Goal/Objective	Collaborate and run Applicants Workshop Date: February 7
Why:	An engaging, unique way of helping all undergraduate students feel prepared to apply to volunteer positions (like Horizons) in the upcoming year. To ensure that the workshop is planned with as much input and variety of perspective as possible, and that the workshop has a strong volunteer base with so many partnering MSU leadership services.
Difficulties:	Ensuring enough students are aware of the event and are able to participate. Turn-out was very low last year.
Partners:	MSU CLAY conference, MSU Spark, MSU Maroons, and MSU First Year Council
Service Goal/Objective	MSU Spark Collaboration 'Opportunity Fair' Dates: February 11-14, 6:30-8 pm

Why:	Similar to Applicants workshop but within the setting of Spark Sessions. Discuss the Horizons conference, share suggestions and tips about applying for events the upcoming year.
Difficulties:	Ensuring Planning Team members were available to attend event, despite only being recently hired.
Partners:	Members of the Planning Team, MSU Spark
Personal Goal	To ensure all members of the Planning Team feel welcome, connected, and excited to begin planning the conference!

MARCH

Service Goal/Objective	Planning Team Conference/Year Plans Finished Date: Early in March (Week of March 11)
Why:	<p>To create 7-month plans that allows expectations and goals are met in a way that ensures Planning Team wellbeing and conference success. Opportunity to discuss the final vision for the conference as well as for their individual areas.</p> <p>Some general goals, questions and ideas that will be considered in these reports:</p> <ul style="list-style-type: none"> • Sponsorship & Fundraising: Moving ahead full steam on fundraising. Contacting previous donors as outlined on 2018 Transition Reports. • Sessions: New model of ‘recommended’ vs. ‘suggested’ sessions activities. No problem cutting sessions for a more supportive, stress free conference. • Outreach: How to promote the conference besides just on Facebook and in first year groups. Goal of 200 delegates. • Events: Ideas for events that engage students with Hamilton (not just get them out of McMaster). A focus on how questions lead to active engagement and change. • Volunteer & Logistics: Better staff training and hiring practices, logistics planning – particularly how to ensure staff and delegates get enough sleep. How to balance scheduling and logistics with delegate experience and wellbeing (quality over quantity!). • Media and design: How to effectively capture conference experience in a way that maintains staff wellbeing (the Media Team has often

	<p>been overworked). How to collaborate and engage with students who are already capturing memories of Horizons on their phones.</p> <p>Planning Team members should begin working on their year plans as soon as possible.</p>
Difficulties:	Ensuring all individual goals create a collective conference-wide goal. Maintaining team collaboration, bonding, and passion despite busier schoolwork. Supporting Planning Team and assisting with reports and ideas.
Partners:	All members of the 2019 Planning Team.
Service Goal/Objective	Logistics Room Booking: Review Housing and Conference Contract, book other rooms needed for conference, downtown programming connections Date: Early in March
Why:	Already contacted H/C but meet in person to ensure everything is set up and in line with the current 3-year contract.
Difficulties:	Reviewing contract to negotiate best prices and opportunities for delegates. There has been confusion and difficulty working with H/C in the past – work to ensure positive relationship and very advanced communication to minimize issues during conference weekend.
Partners:	MSU VP- Administration, MSU VP- Finance, Housing and Conference Services, Volunteer & Logistics Coordinator, additional contacts for off-campus programming planning
Service Goal/Objective	Finalize Sponsorship package and contact potential sponsors Date: Mid-March
Why:	Need sponsors support for conference budget, as well as lowering delegate registration cost and staff fees.
Difficulties:	Finding sponsors. Have fundraising initiatives on campus during busy times (like midterms and exam studying).
Partners:	S&F Planning Team members, On and Off-Campus Sponsors
Service Goal/Objective	Contact student program societies and clubs for event programming Date: End of March
Why:	Begin planning event programming for faculties. Planning appropriate logistics that ensure all delegates can enjoy faculty programming and meet representatives.
Difficulties:	Coordinating with external student-run sources can become difficult particularly during summer months. Planning in advance to ensure any logistic details are finalized well before the weekend.
Partners:	Faculty Societies: Social Sciences, Science, Nursing, Kinesiology, Humanities, Health Sciences, Engineering, Commerce, Arts & Science. Faculty Welcome Week Planners, Events Coordinators

Personal Goal	To ensure everyone is working and making progress at a pace that makes they and I both feel comfortable and confident in. Learning more about the Planning Team to better support them during the rest of the year in personal, conference, and academic related concerns (like April exams). Plan retreat for after exams for Planning Team.
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APRIL	
Service Goal/Objective	Staff hiring and training planning Dates: End of April to Mid-June Interview Dates: June 14-16, Additional Skype Interview Dates Training Dates: July 20-21
Why:	Contact MSU services to ensure they are available for training weekend. Find creative way of minimizing emotional and physical exhaustion for staff during training weekend. Be creative to allow new and returning staff to learn more things and become better leaders. Begin drafting questions for interviews.
Difficulties:	Having an alternative training date or an option to minimize staff who are unable to make training. Reduce financial loss for staff (who need to take off many weekends from work), ensure most productive (but short!) training weekend. How to have staff socials before/during/after training weekend without making staff too tired?
Partners:	MSU Diversity Services, the Training Resources Research Assistant, Lift Church (for pancake breakfast), booking rooms in IAHS, 2019 Planning Team (specifically Volunteer & Logistics Coordinator), Dave Heidebrecht or Sheila Sammon from the McMaster Office of Community Engagement
Service Goal/Objective	Release staff applications Dates: April 28 – May 19
Why:	To attract as many students with a passion for leadership and the McMaster community as possible. Outreach Coordinator to work to create Staff Applications promotions. Finalize Application questions at the beginning of April.
Difficulties:	Promoting applications to a diverse student body. Thinking of creative ways to engage and attract new students.
Partners:	MSU Communications Officer, MSU VP-Administrations, 2019 Planning Team, Past staff members for promotion help
Service Goal/Objective	Planning Team Progress Meetings Date: Weeks of April 15 and 22 (Whenever works with exam schedules)

Why:	To meet with Planning Team before summer break to note progress, what needs to be done in the remaining months, how support/encouragement can be changed to ensure more progress. To alter any plans necessary and support Planning Team however possible. Encouraging Team - finding ways to be motivated, feel rewarded, and excited for the rest of our journey together.
Difficulties:	Finding time to meet during exams and to find new date for weekly meetings. Supporting Planning Team if certain goals are not being met and finding solutions to minimize setbacks in the future.
Partners:	2019 Planning Team
Personal Goal	Managing studying for exams with supporting Planning Team and achieving goals for April. Doing my best to support staff during difficult times as stress and pressure increase.

MAY	
Service Goal/Objective	May @ Mac Date: May 11
Why:	To spread the word to students about Horizons! Answer parent and student questions about the conference. Register students on email list for when registration becomes available.
Difficulties:	No foreseeable difficulties. Ensure Planning Team clothing and banner from the Underground are both ready.
Partners:	MSU VP-Administration (for table),
Service Goal/Objective	Delegate Registration preparation Date: All of May Registration Open Date: June 1
Why:	To create a comprehensive, easy online registry on the MSU website. Minimize delegate registration costs with sponsorship and fundraising.
Difficulties:	Ensuring sufficient delegate registration (goal of 200 delegates) with appropriate promotions via McMaster and external channels.
Partners:	Maggie, Pauline Taggart, MSU Communications Officer,
Service Goal/Objective	Staff Application Marking, Prepare for Interviews Marking Dates: May 20 – May 31 Interview Offer Dates: June 4
Why:	Applications: Develop extensive red flag/gold star system. Ensure equitable and fair review process. Ensure Planning Team has sufficient time to review applications.

	Interviews: Equitable hiring practices with tiering. Finalize questions for applications and interviews.
Difficulties:	Managing Planning Team time since there is typically a high volume of applications. Noting any individuals who (based on external feedback) do not share similar values with the conference.
Partners:	2019 Planning Team
Personal Goal	I will be studying for the LSAT (on June 3), so that will be a focus of mine as well as balancing Horizons work.

JUNE	
Service Goal/Objective	Staff hiring Date: June 14-16, Additional Dates for Skype Interviews
Why:	To have diverse activities, interesting questions, and accessible interviews to ensure each applicant can present their best selves. Equitable hiring practices will occur with tiering. Finalize questions for applications and interviews. Prioritize the value of every staff position.
Difficulties:	Manage any pre-existing biases and friendships to ensure that all applicants are comfortable, excited, and feel welcome. Booking enough rooms and space for interviews.
Partners:	2019 Planning Team, MSU rooms to book
Service Goal/Objective	Delegate Registration Date: Starting June 1
Why:	To enroll delegates for the Conference!
Difficulties:	Promoting the conference to incoming first years using a variety of social media platforms and strategies. Most delegates do not accept their offers until June, fewer students use Facebook than before, and incoming first years are not directly on McMaster's campus.
Partners:	2019 Planning Team, MSU Communications Department,
Service Goal/Objective	Finalize lots of things! Specifically: sessions, events, partners, and conference logistics
Why:	Solidify relationships with community and campus partners.
Difficulties:	Support Planning Team members as they finalize their activities, ensure their wellbeing is still a priority. Discuss next steps, concerns, and finishing details. Problem-solve any issues.
Partners:	2019 Planning Team
Personal Goal	I will be writing my LSAT June 3, so ensuring I am supportive of my team and fulfilling my role while studying.

JULY

Service Goal/Objective	Pay for services and confirm partnerships Date: Early July
Why:	Confirm all services have been paid for. Ensure expectations for partners have been met.
Difficulties:	No foreseeable difficulties in communicating or paying for services.
Partners:	MSU VP- Finance, Sponsorship & Fundraising Coordinators
Service Goal/Objective	Staff training Dates: July 19-20
Why:	Ensure that all staff members – regardless of position, experience, skillset – feel valued, heard, and welcome. Staff feel excited and prepared to lead their delegates throughout a fun weekend. Prioritize staff mental and physical wellbeing during a busy weekend. Training is comprehensive without being overly intense or draining. Highlight the value of individuality in staff and delegates.
Difficulties:	Previous history of hierarchy and favouritism at conference that leads to negative experiences at past conferences – can ensure this is not a problem at the beginning. Find a way to have staff socials that do not minimize staff’s time for self-care during exhausting weekend. Designing practical and effective scenarios.
Partners:	MSU services for AOP & peer support training, 2019 Planning Team
Service Goal/Objective	2019 Conference!! Dates: July 26- 28
Why:	To have a great conference!
Difficulties:	Everything going according to plan. Turning thoughts into actions. Ensuring delegates and staff members have positive experiences, where they feel safe and welcome.
Partners:	2019 Planning Team, Conference & Housing Services, Delegates, Staff Team
Personal Goal	To feel proud and excited about the hard work of all the Planning Team and staff members in creating a welcoming, life-changing conference.

AUGUST

Service Goal/Objective	Collect feedback and reflections Date: All of August
Why:	Collect feedback from staff and delegate survey. Create transition reports. Final report to Executive Board.
Difficulties:	Ensuring all Planning Team members write transition reports as soon as possible.
Partners:	2019 Planning Team, delegates, and staff
Service Goal/Objective	Planning Team Appreciation Event Date: TBD
Why:	Appreciation and bonding event for Planning Team. Ensure they have closure, have an opportunity to provide feedback to myself and each other, leave feeling proud!
Difficulties:	We will be sad.
Partners:	2019 Planning Team
Personal Goal	Not being too sad that conference is over! Leaving the Horizons 2020 team well-prepared with extensive feedback and support from the 2019 team.

Long-term planning

Overarching Vision (<i>what is the ultimate goal?</i>)	<i>Engaging Horizons delegates with the larger Hamilton community. Belief in active participation through asking questions, inquiring and questioning current practices, working towards sustainable equitable solutions to issues affecting the McMaster community and abroad.</i>
Description	<ul style="list-style-type: none"> • The past two Horizon conferences (2017 and 2018) have taken delegates out of the ‘McMaster Bubble’ and into the downtown core. Albeit this successful and encourages delegates to explore the city, delegates may not have the skills to engage in meaningful activities or events on their own and contribute positively. • The conference will focus on ‘asking questions’ as a method of encouraging delegates critically analyze their lives. Being inquisitive is a sign of strength and an easy way for improved engagement. For example, demonstrating how asking questions in Welcome Week can spark friendships and connection, while learning to ask questions about support and health can lead to improved wellbeing. • Asking questions can spark self-reflection that is necessary to grow as an individual (even after University) and challenge
Benefits	<ul style="list-style-type: none"> • Create delegates who are engaged, excited, and ready to contribute to the greater McMaster community. • Delegates have the skills to ask questions and effect change. • Delegates feel prepared and courageous when participating in new events like Welcome Week at McMaster and beyond.
Year 1 Goals	<ul style="list-style-type: none"> • Have this critical thinking and active engagement be built into sessions and events. • Collect staff feedback on effectiveness of new themes on short- and long-term success at McMaster. • Collaborate with current Hamilton and McMaster social and advocacy initiatives.

Year 2 Goals	<ul style="list-style-type: none">• Build off of theme from previous year. Find new ways to engage delegates in greater McMaster and Hamilton communities.• Help establish the positive reputation for Horizons to be known for leaving a positive mark on the community during the weekend - not just positive mark on delegates (although that is the main priority).
Year 3 Goals	<ul style="list-style-type: none">• Same as Year 2 goals.
Partners	Hamilton community partners

Master 2019 Summary

January	<ul style="list-style-type: none"> • Planning Team application promotions • Transitioning
February	<ul style="list-style-type: none"> • Hiring and transitioning Planning Team • Applicants workshop • Budgeting • Spark Sessions Collaboration
March	<ul style="list-style-type: none"> • Planning Team year plans • Logistics bookings (downtown spaces, H/C etc.) • Sponsorship packages • Contacts for off and on-campus external event programming
April	<ul style="list-style-type: none"> • Staff applications • Staff hiring preparation • Planning Team progress meetings
May	<ul style="list-style-type: none"> • May @ Mac • Delegate registration preparation • Staff application marking and interview preparation
June	<ul style="list-style-type: none"> • Staff hiring and social #1 • Delegate registration • Finalizing events, logistics, sessions
July	<ul style="list-style-type: none"> • Pay for services and spaces • Staff training and social #2 • Execute conference!!
August	<ul style="list-style-type: none"> • Collect staff and delegate feedback • Reflections and transition reports • Planning Team appreciation and closure



REPORT

From the office of the...

Horizons Conference Coordinator

TO: Members of the Executive Board
FROM: Emma Tomas
SUBJECT: Horizons Conference Report 1
DATE: February 7 2019

YEARPLAN UPDATE

Planning Team applications were promoted quite successfully (via Instagram, twitter, Facebook, and the MSU website) and am now interviewing applicants. There were 3-5 interviews given per position. I am very excited about the interest and questions I received about the positions, and the diversity of candidate experiences and skillsets. There were no changes in job descriptions or structure of the Planning Team, however I am hiring for two Outreach coordinators instead of one based on feedback from last year. I am finishing my budget and administrative trainings. I will continue planning the budget throughout the next few weeks once I meet with Housing & Conference Services.

SERVICE USAGE

No students have accessed the service yet, that will not occur until staff hiring and delegate registration happens.

PAST EVENTS, PROJECTS & ACTIVITIES

In the past few weeks, I promoted Planning Team applications, and was very happy with the engagement and interest. I have also been striving to familiarize myself with the inner workings of the MSU and Horizons specifically.

Since my contract only started February 1, 2019, I have had to complete many things before my contract began, in order to promote Planning Team applications as well as plan the Applicant's Workshop. I have been taking note of all meetings, trainings, and work done which leads to approximately 13 hours of work (one additional work week).

UPCOMING EVENTS, PROJECTS & ACTIVITIES

I am currently collaborating with Spark, CLAY, FYC, and Maroons to create a two-part applicant's workshop. This will be taking place February 5th and 7th in various rooms on the 2nd floor of MUSC. We are very excited to be working with so many services, and hope that we will have a broader outreach this

year. We are hoping to have over 30 students, compared to last year's 6 students.

I have been interviewing Planning Team members this week. I hope to have a confirmed team before February 10th, 2019. I am excited but a little nervous about running interviews, but my hiring board (Connor MacLean and Adrianna Michell) has been enormously helpful in decision making and consultations.

BUDGET

No money has been spent yet and will be able to reference a more completed budget outline for next month.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		
TOTAL ACTUAL DISCRETIONARY SPENDING		
REMAINING DISCRETIONARY SPENDING		

VOLUNTEERS

There are no volunteers for Horizons yet. I will be working hard to ensure the co-pairings of the Planning Team enable each member to grow, support one another, and be successful in their role. After hiring, I am excited to focus on bonding, collaboration, and goal-setting. I will be meeting with each member 1-on-1 to discuss their goals for the conference, how I can support them, as well as strengthen any foreseeable weaknesses they may have in that role.

CURRENT CHALLENGES

I am not experiencing any challenges at the moment. There is evidently a very large learning curve, but I am excited to continue growing in this role. I may have to reopen applications for the Volunteer & Logistics Planning role. I only received 4 applications for this role and want to ensure that the best candidate is chosen for such a demanding role.

SUCSESSES

Working with 4 other services to create the Applicants Workshop has been very enjoyable. Although difficult to coordinate times for meeting, working with all so many other services showcase the impact of our unique perspectives.

I have had 3 emails since the beginning of January of students asking when Leadership Developer staff applications would be coming out. This is very exciting and shows the impact past conferences have had on delegates. Thankfully, this translated to many enthusiastic Planning Team applications and hopefully to General staff applications early in May as well.