



## 2018-2019 Executive Board Meeting

**Topic:** Executive Board Meeting 18-26  
**Date & Time:** Thursday, February 28, 2019  
 11:30 a.m.  
**Place:** MSU Boardroom, MUSC 201

<b>Items:</b>	<b>Time</b>			
	1)	Adopt Agenda		
	2)	Adopt Minutes EB 18-25		
	3)	Macademics Report	Angel Huang	
	4)	Maccess Report	Hilary Zorgdrager	
	5)	Sponsorship & Donations Committee Recommendations	Robinson	
	<b>20</b>	6)	Committee of the Whole – Organizational Updates	Farah
		7)	Committee of the Whole – Services	Epifano
		8)		
		9)		
		10)		
		11)		
		12)		

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

### Motions

5. **Moved** by Robinson, seconded by \_\_\_\_ that the Executive Board approve the recommendations by the Sponsorship & Donations Committee, as circulated.
6. **Moved** by Farah, **seconded** by \_\_\_\_ that the Executive Board move into Committee of the Whole to discuss the topic on the agenda, as circulated.
7. **Moved** by Epifano, **seconded** by \_\_\_\_ that the Executive Board move into Committee of the Whole to discuss Services.

**Executive Board Meeting 18-26**  
**Thursday, February 28, 2019 @ 11:30am**  
**MSU Boardroom, MUSC room 201**

**Called to Order 11:38am**

**Present** Bertolo, Epifano, Farah, Florean, Gandzi, Hackett, Roshan, Warwani

**Late** Robinson

**Absent**

**Others Present** V. Scott (Recording Secretary), M. Wooder (MCD), Sarah Figueiredo (AVP (Services)), Mackenzie Turpin (SOCSCI 2BR3), Karina Primerano (SOCSCI 2BR3), Muskaan Mukhtiar (SOCSCI 2BR3), Sarah Stewart (SOCSCI 2BR3), Shana Michel (SOCSCI 2BR3), Shezley Paul (SOCSCI 2BR3), Suvastika Mahendran (SOCSCI 2BR3), Ambrose Lin (SOCSCI 2BR3)

**1. Adopt Agenda**

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

**Amendment**

- Epifano – add Memo about Accounting Clerks for discussion

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

**Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Hackett **seconded** by Warwani to adopt the minutes of Executive Board meetings 18-25 – February 14, 2019, as circulated.

**Passes Unanimously**

**3. Macademics Report – report attached**

- Epifano went over the report.

**Robinson arrived at 11:42am**

**Questions**

- Florean asked if they could get more information on the applicant-based awards, about how it's going and where they are going with them.
- Wooder stated that they spoke to the PTM earlier this week, and that they're pretty tight with the budget. They stated that Underground is looking into better ways of reporting, along with accounting. Wooder explained that services get trained in promo and comms at the beginning of the year and are shown how to utilize their budgets and could plan out their year based on the packages given from Underground. Wooder added that services could get lost on what money is remaining if they ask for extra design time for items outside of the pre-set packages. Wooder stated that services also need to be asking for their updated budget way before the deadline for reports being due.
- Roshan asked when the contracts were over for those working on the guidebook.

**4. Maccess Report – report attached**

- Epifano went over the report.

## 5. Sponsorship & Donations Committee Recommendations

- Robinson went over the memo with the Board.
- Roshan announced their concern with recommendation #4 and felt that this was something that the student could do in Canada or the US.
- Robinson stated that the Committee doesn't have any rules to deter them from approving or not approving a donation for a student going to another country. Robinson stated that the Board has three options: The Board can approve the funding, chose to table the discussion and get more information, or not approve the funding.
- The Board discussed their options and chose to separate out number four to be approved separately. They asked the VP Finance to task the AVP Finance to look into looking over the operating policy and possibly changing the rules of how funding is given out.

**Moved** by Robinson, **seconded** by Warwani that the Executive Board approve recommendations from the Sponsorship & Donations Committee one through three, and five through eight, as outlined in the memo circulated.

**In Favour: 8 Opposed: 0 Abstained: 1**  
**Motion Passes**

**Moved** by Robinson, **seconded** by Hackett that the Executive Board approve recommendation from the Sponsorship & Donations Committee four, as outlined in the memo circulated.

**In Favour: 5 Opposed: 3 Abstentions: 0**  
**Motion Passes**

## 6. Committee of the Whole – Organizational Updates

**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.

- Farah stated that they will be talking about Financial Aid and Awards. They explained that they have a meeting in an hour to discuss this information with the Financial Aid office.

**Passes Unanimously**

**Figureiredo arrived at 12:17pm**

**Moved** by Farah, **seconded** by Roshan 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 Executive Board spoke about Financial Aid and Awards. They discussed having more online submissions versus printing out documentation, also spoke about looking at bursary funds and making sure the University is matching them, and having more scholarships tailored to different groups on campus. Farah stated that one suggestion made would be to see how many people apply and receive certain scholarships online.

## 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 Failed due to no Seconder**

**8. Accounting Clerks Discussion**

- Robinson went over the memo with the Board. They stated that the MSU would like to see the accounting clerk position be turned into a Commerce Internship Program position.
- The Board discussed this opportunity and was in favour of having it move forward.

**9. Information and Questions**

- Figueiredo reported that they had met with Diversity Services and Maccess to connect with those in their communities. They stated that they will type up all their updates and submit it for the next meeting.
- Gandzi reported that the Nursing Career fair was on March 11.
- Roshan reported that SRA Health Sciences ran an event to engage Health Science students to run for SRA.
- Robinson reported that voting closed for SLEF and that they saw a growth in voting of over 60% from last year. Robinson announced that craft beer will be available in TwelvEighty starting today. Robinson stated that Bertolo and they went to Queen's Park to meet with an MPP to talk about Student Choice Initiative. They added that they met with the University yesterday to discuss the process of the initiative and how to process the opt-out fees. Robinson reported that Clubs was hosting workshops to build the skills of clubs' executives and to improve productivity and output.
- Warwani reported that they finished the writing of their policy paper and will be getting feedback today in MUSC 203 between 5-6pm.
- Bertolo reported that they have been meeting with a lot of MPPs to talk about the Student Choice Initiative and met with four of them over the past two weeks. Bertolo announced that OUSA GA was this weekend in Waterloo and will be working on three policy papers that will be outlining what the organization will be working on for the next three years.
- Epifano reported that hiring for the 2019/20 PTMs are almost done and thanked everyone who sat on the hiring boards. They stated that with hiring comes transition, and that they will be sending the outgoing PTMs templates and deadlines to have an effective transition. They added that the AVP Internal Governance is looking into SRA transition and will be reaching out to the SRA members to ensure that it's effective from caucus to caucus.
- McGowan reported that on Tuesday they met with a lot of their peers across Ontario to discuss strategies about implementing the Student Choice Initiative. They reported that this started a great dialogue and found out that colleges are more flexible with their fees than Universities. McGowan stated that something will be going to the SRA and then the Fees Committee over the next few weeks.
- Wooder announced that Valedictorian nominations close on March 4. The MSU has two articles online about the Municipal budget. Next Week is SHEC week.
- Scott announced that SRA General nominations close today. Campaigning will be extended due to the snow days that happened and will start on Sunday, March 3 and will be going until Monday, March 11 with the fines meeting that night.

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

**Time of Next Meeting:**

**Thursday, March 7, 2019  
11:30am  
MSU Boardroom, MUSC 201**

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

**Passes by General Consent**

**Adjourned at 12:55pm**

/vs



# REPORT

*From the office of the...*

## Macademics Coordinator

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

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

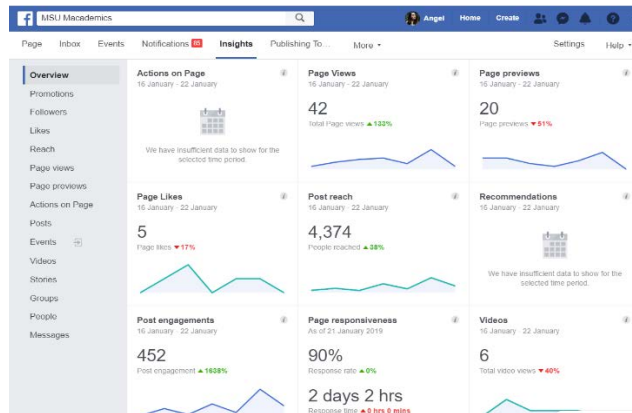
December	January
<ul style="list-style-type: none"> <li>- Volunteer social (dinner)</li> <li>- Sponsorship efforts for TAC</li> <li>- Finalization of MacPherson Student Partners Program collaborative project</li> <li>- Application-based award updated criteria released on website</li> </ul>	<ul style="list-style-type: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

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

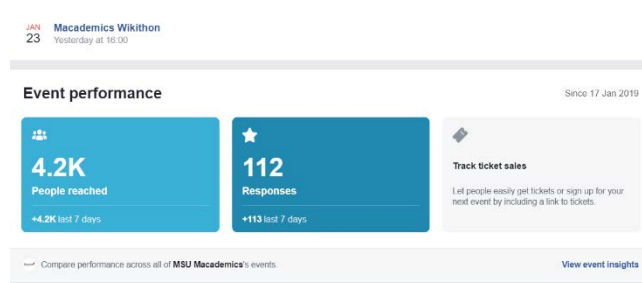
### SERVICE USAGE

#### Facebook:

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



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



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



## PAST EVENTS, PROJECTS & ACTIVITIES

### Volunteer social (dinner)

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

### Sponsorship efforts for Teaching Awards Ceremony

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

### Commencement of Macademics-MacPherson Student Partners Project

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

### Application-Based Award criteria created and updated

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

### Course Wikithon

Wikithon 2019 took place on Wednesday, Jan. 23<sup>rd</sup> and was a very successful and smooth event! Course Wiki Coordinator, Raisa Ahmed, really improved upon last year's event and the event went without a hitch. It could have been advertised earlier and perhaps more broadly but turn-out seemed better than last year despite this. The final numbers will be coming in soon regarding the number of Course Wiki edits/comments/ratings were actually submitted, and by how many attendees, but I am confident we will be happy with the results. Overall, this event exposed many more students to the resource and demonstrated how it can be useful to them and their peers in the future.



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

### **Blog Post/Infographic 3**

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

### **Resource Hub editing**

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

### **Exec Appreciation Social**

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

### **TAC Winter Nomination Period**

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

### **TAC Promo video filming**

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

## **VOLUNTEERS**

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

## **SUCCESSSES**

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

## **CURRENT CHALLENGES**

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

**Budget:**

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

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

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



# REPORT

*From the office of the...*

## Maccess Coordinator

TO: Members of the Executive Board  
 FROM: Hilary Zorgdrager  
 SUBJECT: Maccess Report #7  
 DATE: February 28<sup>th</sup>, 2018

### YEARPLAN UPDATE

Planning for Disvisibility Week is underway with my executive team and we have hired more volunteers in an effort to build capacity going into next year.

### SERVICE USAGE

Service usage has maintained the same since my last report, with increased attendance at our most popular support groups (Mood Disorders, Anxiety/OCD).

### PAST EVENTS, PROJECTS & ACTIVITIES

Since my last report, we hosted a Disability Discussion with EIO, Grad Studies and the 'Crippling Grad School' reading group which was very successful! This event gave us insight into the questions that students have regarding graduating and grad school which will allow us to offer a more targeted grad school workshop near the end of March.

We also co-hosted a coffee house with PCC as part of Transcendence week. While the weather was abysmal, we still had some turnout from community members and it was really fun!

### UPCOMING EVENTS, PROJECTS & ACTIVITIES

Currently, we are focusing on training our new volunteers which will take place on March 8<sup>th</sup>. We've been developing new case studies to work through in training.

### BUDGET

ACCOUNT CODE	ITEM	BUDGET / COST
6501-0118 MACCESS - ADV. & PROMO	TOTAL SPENT IN LINE	1155

	REMAINING IN LINE	845
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6102-0118 - Annual Campaigns	TOTAL SPENT IN LINE	550
	REMAINING IN LINE	1450

	TOTAL SPENT IN LINE	
	REMAINING IN LINE	

	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
<b>TOTALS</b>		
TOTAL BUDGETED DISCRETIONARY SPENDING		8600
TOTAL ACTUAL DISCRETIONARY SPENDING		1705
REMAINING DISCRETIONARY SPENDING		6895

**VOLUNTEERS**

We had some challenges with volunteers clashing opinions on Bell Lets Talk, however, all of these concerns seem to be resolved at this point. We have been able to hire 6 more volunteers, who are excited to be involved with the service.

**CURRENT CHALLENGES**

We aren't experiencing any major challenges at the time of writing this report.

**SUCCESSSES**

We finally got a large roll-up banner after being a service for three years! Better late than never, we have already had a few new people pop into the space with the banner informing them of the services that we provide.



# MEMO

*From the office of the...*

## Associate VP Finance

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TO: Members of the Executive Board  
FROM: Alexandra Johnston, Associate VP Finance  
SUBJECT: Sponsorship and Donations Meeting #4  
DATE: February 26, 2019

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Dear members of the Executive Board,

The Sponsorship and Donations Committee met on Wednesday February 13<sup>th</sup>, 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 \$250 donation to be made to Bryan Joseph to support them on their trip to South Africa to perform research on Africa's "Big 5" and to help with conservation initiatives.
2. A \$250 donation to Christopher Sinanan to support them in competing in the Nexus Case Competition.
3. A \$250 donation to Nixon Vijayarajah to support them with their trip to Sri Lanka this summer to investigate methods of restoration for depleting rain forests.
4. A \$250 donation to Shane Sureskumar to support them in travelling to Ghana for a dentistry internship.
5. A \$250 donation to Joshua Yachouh to support them in running focus groups with CityLab and the City of Hamilton pertaining to undergraduate food waste.
6. A \$250 donation to Selene Florean to support them in attending the Rocky Mountain Business Seminar hosted by the Alberta School of Business.
7. A \$100 sponsorship to the McMaster BHSc outreach program in running their annual STEM day for grades 7-8 within the Hamilton Community. In return, the MSU will receive the MSU logo included on all event materials (event program, take-home letter to the parents, etc.), mention on their website and mentioned in our presentation at the event.
8. A \$100 sponsorship to the McMaster STEM club for their annual STEM conference. In return, the MSU will receive their logo on all event materials.

This is the sixth 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 \$1,600.00 as such, should the recommendations be approved the fund will now sit at \$2,010.02 to be used throughout the remainder of the year.

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

Best,  
Alexandra Johnston  
Associate Vice-President Finance  
[avpfinance@msu.mcmaster.ca](mailto:avpfinance@msu.mcmaster.ca)