



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-29

Date & Time: Thursday, March 21, 2019
11:30 a.m.

Place: MSU Boardroom, MUSC 201

Items:	Time			
	1)	Adopt Agenda		
	2)	Adopt Minutes 18-27, 18-28		
	3)	CLAY Report	Giancarlo Da-Re	
	4)	Horizons Report	Emma Tomas	
	5)	MACycle Report	David Zaslavsky	
	6)	Supervisory Changes – MACycle & Farmstand	Epifano	
	20	7)	Committee of the Whole – Organizational Updates	Farah
		8)	Committee of the Whole – Services	Epifano
		9)	Closed Session	Epifano
		10)		
		11)		
		12)		

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

Motions

6. **Moved** by Epifano, **seconded** by ____ that the Executive Board approve the supervisory changes to MACycle & Farmstand from Vice-President (Administration) to the Vice-President (Finance) and any subsequent document changes, as circulated and attached.
7. **Moved** by Farah, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss the topic on the agenda, as circulated.
8. **Moved** by Epifano, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss Services.

Executive Board Meeting 18-29
Thursday, March 21, 2019 @ 11:30am
MSU Boardroom, MUSC room 201

Called to Order 11:30am

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

Late

Absent Roshan

Others Present V. Scott (Recording Secretary), M. Wooder (MCD), Sarah Figueiredo (AVP (Services))

1. Adopt Agenda

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

Amendment

- Epifano – strike MACycle and Horizons Reports

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

Passes Unanimously

2. Adopt Minutes

Moved by Gandzi, **seconded** by Hackett to adopt the minutes of Executive Board meetings 18-27 – March 7, 2019, and 18-28 – March 14, 2019, as circulated.

Passes Unanimously

3. CLAY Report – report attached

- Epifano went over the report.

Questions

- Robinson asked if in the future they could get a detailed breakdown of costs in the budget.
- Hackett asked if PTMs were allowed to pay individuals out of certain budget lines. Robinson responded that they would be allowed to pay anyone doing a service, as within their right. Robinson explained that the person providing training is not a current employee of the MSU, so they would just be paying the trainer out.
- Hackett asked if there were fully subsidized spots does that mean there would be less delegates moving forward. Robinson responded that there were still the same number of delegates expected to attend, just less of them being subsidized.
- Warwani stated that when the Board was discussing the Diversity Services review it was discussed that EIO would be taking on AOP training. They asked why the change and hiring someone else. Epifano responded that in conversations they received complaints from the staff team about EIO training, but Epifano doesn't know the full capacity of those complaints. Epifano stated that Alexii did the training last year.
- Warwani stated that when talking to EIO about training it should be a matter of working with them to make the training work for the MSU. They stated that they were not happy with the fact that CLAY decided to switch over after engaging with EIO. Figueiredo stated that EIO now has the resources to adjust to each service and want to make training improved. They stated that this was something that they could follow up on with the review.

4. Supervisory Changes – MACycle & Farmstand

- Epifano went over the memo with the Board.
- Farah asked if the VP Finance would be invited to the PTM meetings.
- Robinson responded that it would make sense for the VP Finance to go to those meetings just for budgeting reasons anyway.
- Florean asked if there were any other PTM roles under the VP Finance.
- Robinson stated that the only official one was the AVP Finance.

Amendment

Moved by Epifano, **seconded** by Robinson to amend the Shop Mechanic job description and strike 'Vice-President (Finance) through'.

- Bertolo asked if it would be better to have the Vice-President be the main supervisor with firing or HR related items.
- Epifano responded that they would never tell a PTM that they needed to remove someone. They explained that the PTM would inform their supervisor of the decision.

Vote on Amendment

Passes Unanimously

Moved by Epifano, **seconded** by Robinson that the Executive Board approve the supervisory changes to MACycle & Farmstand from Vice-President (Administration) to the Vice-President (Finance) and any subsequent document changes, as circulated and attached.

Passes Unanimously

5. Committee of the Whole – Organizational Updates

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

Motion Failed due to no Secorder

6. Committee of the Whole – Services

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

Passes Unanimously

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

Passes Unanimously

Rise and Report

- Robinson reported that the Board discussed the recent report by the Finance Committee talking about Compass, and the opportunity of having SWHAT utilize this space in the evenings. Robinson reported that some issues were posed with logistics of tills and computers, and key cards. Another issue posed was the

comfort of space in MAPS, and if SWHAT would enjoy moving to Compass. Robinson reported that the Board also discussed the possibility of Farmstand using Compass space as well.

7. Closed Session

Moved by Epifano, **seconded** by Florean that the Executive Board move into Closed Session.

Passes Unanimously

8. Return to Open Session

Information and Questions

- Figueiredo reported that they have been working on SCSN and getting it ready for the SRA meeting. They stated that the meeting with Rohan went well, and that they were on board with the changes.
- Epifano stated that they have been keeping in contact with Rohan and have them be involved with creating the new job description.
- Florean asked if the PTM will be present at the meeting. Epifano responded that they had asked, and Rohan responded that they would let them know.
- Bertolo reported that they had a very busy week. They were in Ottawa on Monday attending a listening and learning session. Bertolo announced that the federal budget came out, and that while they haven't read through the whole thing, the government announced that they will be introducing a six-month grace period on the federal loan portion of OSAP. Bertolo announced that they finally received the results from the sexual response climate survey from last year and saw a few investments from the ministry. Bertolo stated that this was a good first step, and it was an opportunity to advocate for better supports on campus.
- Gandzi stated that they have started transitioning their SRA member.
- Robinson reported that the Finance Committee was running a financial transparency campaign outside of Starbucks in MUSC, and tomorrow will be in the MUSC atrium. Robinson announced that the Committee also released reports for Compass, The Silhouette, and TwelvEighty/The Grind.
- Florean asked Robinson to explain why TwelvEighty would be closed at night when it was supposed to be open until 8pm. They explained that there were a number of times when they would go down to eat and find out it was closed without notice. Robinson responded that TwelvEighty has been having significant trouble with staffing and them not being reliable. They explained that there has been a trend of students trying to get less hours.
- Florean asked if the MSU has hired a replacement for the TwelvEighty Restaurant Manager. Robinson responded that the role was still open as they will be closing TwelvEighty for the summer and it didn't make sense to bring in someone for four weeks.
- Wooder reported that 'Making Waves' was happening with WGEN. Maccess with DisVisibility week was next week. Clubs Registration is ongoing. The Landlord Rating System is now online.

9. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Thursday, March 28, 2019
11:30am
MSU Boardroom, MUSC 201**

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

Passes by General Consent

Adjourned at 12:53pm

/vs



REPORT

From the office of the...

CLAY Coordinator

TO: Members of the Executive Board
FROM: Giancarlo Da-Ré
SUBJECT: CLAY Report 3
DATE: March 19, 2019

YEAR PLAN UPDATE

So far, everything is on track for the planning process.

After our staff applications were released and open for two weeks, all applications were marked and interviews were conducted, and we were able to hire a full team the first weekend of March.

The Applicant's Workshop was also successfully executed in mid-late February by the five services involved, including CLAY, Spark, Horizons, FYC and the Maroons.

We have continued our meetings in the greater Hamilton area and will increase them as we approach the peak of our delegate registration in April. On this note, delegate registration is open and will remain open until May 13th.

Our first team social was held on May 9th at the Mindfulness Centre, and it was a great start to the dynamic we are hoping to create over the next few months.

There was a recent change of the facilitation of Anti-Oppressive Practices training. The training will be facilitated by Alexii Hernandez instead of the EIO on both March 30th and April 7th. (Staff can choose to attend one of the two dates)

I have also been in contact with the incoming EFRT director to discuss having EFRT members at CLAY. We will be having two EFRT members instead of the traditional one member after the lack of support and large number of calls last year at Camp Trillium.

SERVICE USAGE

From Facebook usage insight, our main post about staff team applications being open reached 9.2K individuals. There were two other major posts made to promote applications, each reaching over 4K individuals. Our recent theme

reveal has also reached over 4K individuals. Over the last month we have had 16 new page likes/follows and 1658 post engagements.

We received 149 applications for our general staff team and interviewed 100 staff members for 41 general staff positions. We have also so far received 6 registration submissions for delegates at our conference, one of which will be accessing a fully subsidized spot.

PAST EVENTS, PROJECTS & ACTIVITIES

The Applicant's workshop was held on February 7th in MUSC. There was a minor complication with the projector, but everyone who attended seemed to enjoy the event. There were roughly 25 students who attended the event, with the majority of attendees taking interest in the individual interview help station and the application writing station over the group interview help station. It seems clear to me that the planning process for this event is currently **unsustainable** for long-term. It is difficult to plan an event like this where there is no individual facilitating/overseeing the work done by part-time managers. I suggest for future that if this event is to be sustained, it should be overseen by the AVP Services and/or the Welcome Week Faculty Societies Coordinator.

As mentioned, there has been a recent shift in the decision for who will be facilitating AOP training for the CLAY staff team. Alexii Hernandez will be externally hired to develop and facilitate this training on the two separate dates: March 30th and April 7th. This contract will be taken out of the training portion of the CLAY budget.

Peer Support training will be facilitated by Moni Sadri who is our current Volunteer & Logistics Coordinator. They have extensive experience facilitating peer support training and we are very excited to have their help. Peer support training will be part of the training facilitated during our conference-specific training weekend on May 18-19th.

Our meeting with the HWDSB and the Office of Community Engagement was on 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. This meeting went very well, and not only did representatives from the HWDSB offer to send our delegate registration information in their weekly memo to principles across the board, but the Office of Community Engagement asked to open a conversation about potentially being able to provide a donation to the CLAY conference this year. This meeting could not have gone better and we are **now able to promote our conference to potential delegates within the HWDSB.**

One of our Outreach Coordinators, Ashie Dalal, and I spoke at a Catholic Student Leadership meeting for the TCDSB on February 26th, which was a great step towards gaining exposure for our conference among TCDSB schools. There seemed to be a lot of interest in the conference from attendees of the meeting so we are hoping that the CLAY conference will be spoken

about at further meetings for them. (This will be something our Outreach Coordinators follow up with).

After two cases of rescheduling, our staff team made it out to Camp Trillium for a tour of the grounds. While some planning team members were unable to join on the trip, both Events Coordinators were able to attend which was absolutely necessary to the next steps of their planning process. Paul Luciani from Camp Trillium is always a treat to work with, and we are excited to go back again before conference weekend for another team trip when hopefully everyone is able to make it.

Our staff team was recently hired over the March 2-3rd weekend. All staff applications were marked by three sets of eyes and interview applicants were interviewed at 5 different stations before the team was hired. With the exception of one individual being unable to accept their offer due to conflicting commitments, everyone else as accepted their position so we officially have a full team.

Shortly after hiring our staff team was our first team social on May 9th in DBAC. This was a meet and greet social facilitated by our V&L Coordinator. We had roughly half the team show up to this first social which is been consistent with recent years. The second staff social in May has historically had much better turnout.

Our staff have also been placed into one of three committees: the sessions, events or delegate committee. This will allow our planning team access to more hands for event planning, prop building and session brainstorming/bag packing.

Delegate Registration has recently been opened. There is a link on the delegate registration survey for delegates to fill out if they would like to access a subsidized spot. The form allows me to see who is looking to access a spot and allows me to make the first step in contacting them rather than them having to contact me. I have also recently **removed the option of having a half-subsidized spot**, so the options are either fully subsidized spots or the full payment. This was for a few reasons. The first being that delegates/support groups of delegates should not have to consider how *much* financial assistance they would like to access from us. If someone requires financial assistance they would very likely benefit from having their delegate spot fully funded rather than half-funded. The second being that there is no good procedure for deciding whether who should get funding between two delegates requesting a half-subsidized spot and one requesting a fully subsidized spot. This way there is an easy waitlist for when funding becomes available based on the time individuals request a subsidized spot. The third being that there is no good way to hide a half-subsidized payment option from the MSU website while still making it available only for those who are specifically looking for it. I have been working with Pauline for over a month now to get this working and it is simply not feasible. This solution seems much more feasible for future years.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Our nearest upcoming event is the CLAY Coffeehouse on March 28th at Bridges. This coffeehouse will be our single major fundraiser happening on campus, where we will be providing coffee, tea and cookies for all who attend. We will also have some major prize giveaways for those who donate above a certain amount of money. There is no required donation to attend the coffeehouse, but donations are encouraged whether they are monetary or in the form of common goods. We will have a donation box for both forms of donation at the coffeehouse.

After the CLAY Coffeehouse we will have our major delegate promotional push over all social media platforms. The reason we are waiting is so that we can utilize our entire staff team to help promote both the coffeehouse and the delegate registration.

The second social will be on May 4th. This social will be likely beginning in an IAHS room and will end up somewhere downtown Hamilton at a currently undetermined venue. Our V&L Coordinator has begun contacting venues for quotes and the planning for this social will occur in the near future.

BUDGET

Since my last report, we have ordered planning team shirts, delegate registration graphic promotions and CLAY coffeehouse graphic promotions. We will also be reimbursing the planning team member who drove to Camp Trillium and back.

VOLUNTEERS

We have hired a full team so that our staff team now includes 52 individuals including the Coordinator. There are 6 Leadership Developer Events members, 39 Leadership Developers and 2 Media team members. Those 47 along with the two Events Coordinators, Volunteer & Logistics Coordinator, Media & Design Coordinator and Conference Coordinator yields 52 total staff.

CURRENT CHALLENGES

So far, the only major challenge is the deadline of May 24th. This is part of the challenge of planning a conference, but there are many moving pieces that need to pull together in the end.

SUCCESSSES

It is amazing to have a full team. We are also working very hard to stick to deadlines and I am excited to try and hit them. I have planned lots of buffer room for if we need to push deadlines a bit, but for the most part everything seems on track. We also are a quarter of the way to our fundraising goal of \$10K which is a great feeling, and our first few delegates have registered for CLAY. Everything is beginning to feel more and more real.



MEMO

From the...
Vice-President (Administration)

TO: Executive Board
FROM: Kristina Epifano, VP Administration
SUBJECT: MACycle & Farmstand Supervisor Changes
DATE: March 19th 2019

Dear Executive Board,

Through conversations with Scott and the rest of the Board, I am bringing forward a memo to change the supervisor of the PTM's for MACycle and Farmstand, as well as the MACycle Shop Mechanic from the VP Admin to the VP Finance.

Both of these services are "revenue-generating" services and I believe they should be under the purview of the VP Finance to ensure best financial long-term plans, possible changes of revenue style, purchasing of goods and competitive and affordable pricing.

The VP Finance has worked closely with these services in the past and can ensure the services run smoothly, while also determining their vision long-term within the organization.

I've attached the three job descriptions - let me know if you have any questions!

Sincerely,

Kristina Epifano
Vice-President (Administration)
vpadmin@msu.mcmaster.ca