**Executive Board Meeting 20-12**

**Thursday, October 8, 2020 @ 1:00pm**

**Remote Meeting, Microsoft Teams**

**This meeting was done remotely through Microsoft Teams, due to unusual circumstance laid out by the response to COVID19**

**Called to Order 1:03pm**

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| **Present** | Anderson, Au-Yeung, Da-Ré, Dixit, Mesic, Nakua, Noble, Singh, Tse |
| **Late** |  |
| **Absent** |  |
| **Others Present** | J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), Sydney Cumming (SHEC Coordinator), Christian Barborini (PCC Coordinator), |

**1. Adopt Agenda**

**Moved** by Noble, **seconded** by Au-Yeung to adopt the agenda, as presented.

**Amendment**

* Noble – Add Closed Session

**Moved** by Noble, **seconded** by Au-Yeung to adopt the agenda, as amended.

**Motion Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Noble, **seconded** by Au-Yeung to adopt the minutes from Executive Board meetings 20-11 – October 1, 2020, as circulated.

**Motion Passes Unanimously**

**3. PCC Report – Christian Barborini presented**

* Barborini summarized the report.

**Questions**

* Da-Ré asked how the teams experience was with Discord as a platform. Barborini responded that the team was really happy with how it has gone. They explained that there are drawbacks to having the space online this year but there are positives as they can reach out to newer audiences. They added that it has been good for those who aren’t out yet. Barborini stated that the engagement in the chat has been great and they’re very happy with the turnout on the server.
* Da-Ré asked how the other groups were looking to run with frequency of meetings and such. Barborini responded that today was the last day for volunteers to sign up and then they will figure out availability depending on what is offered. They added that the space was open from 10-4 with evenings reserved for the groups.
* Noble stated that this was an excellent report. They asked if there were any history in the position or logs to see improvement in social media stats. Barborini stated that they could look into the stats for that. They stated that from now on they will have the previous report numbers along with the current. They added that they don’t know if the promo coordinators have been trying to increase numbers for first years but the numbers have gone up.
* Noble stated that they knew that the team was all working hard with social media engagement and trusted that it improved from one point to another. Noble brought up the use of the warmline title with all the peer support services and stated that it would be fine if they list what crisis resources there are. Noble pointed out that they were looking up warmline.ca, which is an Ontario resource, and it has access to crisis support and there’s a distinction. Noble explained that they were worried that the PTMs and Volunteers expending mental and emotional energy consoling and supporting. Noble added that they were happy to facilitate the conversations next week about the tawk.2 guidelines as they just want everyone to be in the same place. Noble asked Barborini how the BIPOC requirement in the space was playing out, and if they take logs on who was a volunteer and identifies as such. Barborini responded that they were over the operating policy during volunteer training, and would say that the majority of volunteers identify as BIPOC and that there around two per shift. Barborini explained that they made the mandate clear to the volunteers and that the schedule is made to make sure the space is occupied by someone who identifies as BIPOC.
* Noble asked about the community group set up. Barborini responded that they wanted the groups tro be chill spaces where users can play games with the facilitators. They explained that they weren’t too concerned about it and that they wanted to offer groups as alternatives.
* Noble asked about the ongoing maintenance of the groups. Barborini responded that there won’t be much to do as it would be up to the facilitators and those who attend the groups. They added that they don’t have much of a say on how the groups will be run, and once the volunteers are assigned and trained there won’t be much else to do.
* Singh asked for clarification about the groups closed to international students, and who they were for. Barborini responded that international Canadians can join the group but they don’t have enough volunteers for the group to run in its previous iteration.

**4. SHEC Report – Sydney Cumming presented**

* Cumming summarized the report.

**Questions**

* Da-Ré stated that it was great to hear that first years were finding it very accessible to apply for roles. They asked if students or community members were requesting gift cards before they were purchased or if there was a minimum number bought and then re-supplied. Cumming responded that they have money set aside and that most of the cards are offered through the same website, which makes things easier. They added that the money is allotted and that once someone requests a specific one it’s sent out.
* Noble stated that this was a great report. They explained that they read the feedback and will include this in future communications with the PTMs and that it was helpful to bring up the ideas of what could be done and how. Noble asked about the distribution plan, and stated that they would like to revisit this concept now that FCC was going online. Cumming responded that they have the plans for it as they helped FCC figure out the logistics. Noble suggested scheduling a meeting with them and WGEN. Cumming added that they are working with FCC and the library was also offering curbside pickup, but that would require them to come to campus a lot.
* Noble asked why the exec would have four MSU teams accounts and not two. Cumming responded that every time you speak to someone from McMaster through teams it gives a guest account, and then any time a collaboration happens it splits the accounts into two for some reason. Noble stated that they will mention this to Pauline Taggart.
* Cumming asked if they could make a singular email address that they could change the privacy one and designate people for call forwards. Noble responded that they could use incognito so that it doesn’t auto-sign in. Cumming stated that even if they were signed into the MSU account they can’t see what is being streamed even if in incognito mode and they don’t want to share their content with all of the MSU.
* Noble stated that they were looking forward to the tawk.2 meeting. They asked if they could outline the social media states in the future reports. Cumming responded that they have been included in the past reports, but will do so.
* Noble added that the SHEC service review will be starting soon, and that Cumming will hear from Salciccioli soon.

**5. Spark Report – report circulated**

* Noble presented.

**6. Closed Session**

**Moved** by Noble, **seconded** by Dixit to moved into Closed Session.

**Passes Unanimously**

**7. Return to Open Session**

**Information and Questions**

* Da-Ré announced that they attended the first virtual learning taskforce meeting with Tse. They stated that this meeting was co-chaired by the Deans of Social Science and Engineering, and it was on how to improve online learning experiences for staff and faculty. Da-Ré stated that there are a lot of folks entertaining ideas of restructuring second term to support both students and staff. They added that surveys will be released asking everyone their experiences, and they close on October 11.
* Noble stated that the service review survey is going online today and that the final date will be November 15. This will be on EFRT and Macademics. They stated that SWHAT is difficult to do without them being active, so they will be looking at this next term.
* Salciccioli stated that Noble has been a huge help with everything and getting it polished.
* Wooder stated that they were finally able to get their Advocacy Instagram back, and it launched this week with the handle @msu\_advocacy. Wooder stated that Tabitha, the Project and Campaign Coordinator, is doing a great job this year and that there was a good plan for moving forward. Wooder announced that Kim from We Speak Student did a takeover on the Instagram account for the SAP today. Wooder thanked Scott for helping set that meeting up, and the comms team for putting it all together.
* Da-Ré updated the Board about Ombuds and the SSAC committees. Da-Ré stated that they have been working with Ombuds for the terms of reference and to get an additional staff member to assist with tasks, such as the annual report etc., as well as looking for space. Da-Ré explained that they have been working with MUSC, Sean Van Koughnett, and David Ferrar for options on space. They added that the first draft of the job description and terms of reference are going forward and is hoping to have all three things sorted out before the end of term. Da-Ré updated the Board on SSAC and the sub committees with MSU and Uni representatives. They stated that through some informal feedback they found out that some MSU members were confused as to why they were on the Committee, so they’re looking to develop a terms of reference for MSU and University members.
* Noble stated that the Space Allocation and Audit Committee has met once, and it was great. They stated that an audit form will be circulated in the future, and that one of the targets is to figure out the needs for Diversity Services peer support and general space.

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

**Time of Next Meeting:**

**Thursday, October 22, 2020**

**1:00pm**

**Remote Meeting, Microsoft Teams**

**Moved** by Tse, **seconded** by Noble that the Executive Board meeting be adjourned.

**Passes Unanimously**

**Adjourned at 2:37pm**

/vs