



MEMO

From the office of the...
Vice-President (Administration)

TO: Members of the Executive Board
FROM: Mitchell German (VP Admin)
SUBJECT: Committee Room Expectations
DATE: May 31st, 2022

Dear Executive Board, PTMs, AVPs, and SRA Members,

With the transition back to in-person operations for the MSU and McMaster University, this coincides with fully re-opening the use of the Committee Room by PTMs, AVPs, and SRA Members for the 2022/23 year. As such, it is necessary that expectations are clearly communicated for the continued respectful use of this space:

1. The Committee Room is **only** to be utilized by AVPs, SRA Members, and PTMs who **do not** have a designated space for their Service. *Additional individuals may be provided access to the Committee Room as authorized by the Vice-President (Administration) in advance.*
2. Volunteers and Executives of the MSU Services can only use the Committee Room under the supervision and/or direction of their respective PTM (Coordinator, Director, or Assistant Director).
3. The Committee Room is meant to be utilized as a workspace related to Service-work.
4. Abiding by health and safety recommendations, items **cannot** be stored on top of any of the storage cabinets in the Committee Room.
5. Food and beverages will be **allowed** in the Committee Room, but it is required that they are appropriately disposed of afterwards. This is a pivotal expectation, and if it is not abided by, this will be revoked. The Committee Room should **not** be a host for empty containers and clutter.
6. If you make a mess, **clean it up**. If you are doing any sort of craft (e.g., painting), please cover all surfaces to ensure they are not damaged.
7. Please report any new damages in the Committee Room to VP Admin immediately.
8. The MSU has been following direction from McMaster University for COVID-19 protocols. As such, while masks are not required, they are highly recommended. Please respect the comfort-levels of others regarding the COVID-19 pandemic. If you are feeling sick, do not come to any MSU spaces.

9. Noise should be kept to a respectable level within the Committee Room to recognize that others will be using the space, and that full-time staff are working in the MSU Office.

Recognizing that many PTMs, SRA Members, and AVPs have likely never used the Committee Room, I will provide periodic reminders as necessary to help them adjust to these new expectations. Victoria will have them sign a contract to agree to these expectations upon picking up their keys, and they will be posted in the Committee Room itself. These expectations will help to mediate issues with use of the Committee Room that have transpired over previous years and have been developed based on the experiences of previous VP Admins. I think that the continued, respectful use of the Committee Room is necessary to establish community and collaboration amongst PTMs, SRA, and AVPs, as well as the MSU in its entirety.

Sincerely,

Mitchell German
Vice-President (Administration)
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