



# MEMO

*From the office of the...*  
**AVP (Services)**

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TO: Members of the Executive Board  
FROM: Justin Phung  
SUBJECT: Announcing services to be reviewed for 2022-2023  
DATE: July 6, 2022

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Dear Executive Board,

I hope you are all doing well.

I wanted to announce the services that I would be reviewing for this year are Maroons, SWHAT, Macademics, and PCC. It has been a while since Maroons and PCC have been reviewed. Furthermore, SWHAT is returning to their full operations again after the COVID-19 pandemic hiatus and it would be fitting for this service to be reviewed. Finally, Macademics has had Student Recognition Night awards added to their purview for the first time in the 2021-2022 school year, and since they are continuing this responsibility, its review is warranted for the 2022-2023 year.

I would greatly appreciate any comments or suggestions regarding the service reviews. Feel free to reach out to me at any time if you have any questions regarding the service reviews.

Thank you for your time.

Best,

Justin Phung  
AVP: Services  
McMaster Students Union  
[avpservices@msu.mcmaster.ca](mailto:avpservices@msu.mcmaster.ca)