



MEMO

From the Office of the...
**Vice-President (Administration)
& Spark Director**

TO: Members of the Executive Board
FROM: Mitchell German (Vice-President Administration) & Kyobin Hwang (Spark Director)
SUBJECT: Spark Sessions Coordinators – Keycard Distribution
DATE: November 11th, 2022

Dear Members of the Executive Board;

As per **Operating Policy – Key Access** only PTMs who don't have a physical space outside the MSU Office are automatically provided with keys for access to the Committee Room. However, for Spark as a Service that lacks a physical space and thus depends on frequent Committee Room access, this has an impact on the ability for the three Sessions Coordinators (Executives) to carry out the responsibilities within their purview.

The Spark Sessions Coordinators are responsible for packing at least 18 Session bags each week to ensure that the Team Leaders have all the supplies necessary to carry out that week's activities. Recognizing that all three Sessions Coordinators are also full-time students, it can be difficult to coordinate a time to do this during the hours that the MSU Office is open (9:00am-5:00pm) so they can access the Committee Room. As such, they are required to either come to the MSU Office earlier than required so that they can access the Committee Room, or depend on the Spark Director and/or Assistant Director to meet them there to provide them with this access. It is felt that these are unfair expectations to put on both the Spark PTMs, and the Sessions Coordinators. Please keep in mind that the Spark PTMs are not allowed to give anybody their keycard, which means they must physically be present to let their Executives into the Committee Room.

Operating Policy – Key Access states: 'Exceptions to this policy may be made by the Executive Board...' (5.1). We are asking that you approve the request to provide each Spark Sessions Coordinator with keys to the Committee Room for the 2022/23 year. They will be held to all the same expectations that PTMs are held to as outlined in the aforementioned policy. Ultimately, this will not only enhance the efficiency of Spark as an MSU Service, but it will reduce strain on the Spark PTMs, reduce the possibility of PTMs handing off their keycards which poses a security risk, and promote more reasonable expectations for the Spark Sessions Coordinators.

If you have any questions, please don't hesitate to ask during Executive Board.

Sincerely,

A handwritten signature in black ink that reads "M German". The letters are cursive and somewhat stylized.

Mitchell German (he/him)
Vice-President (Administration) & CAO
McMaster Students Union (MSU)
vpadmin@msu.mcmaster.ca

A handwritten signature in black ink that reads "K Hwang". The letters are cursive and stylized.

Kyobin Hwang (she/her)
Spark Director
McMaster Students Union (MSU)
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