



REPORT

From the office of the...
FCC Director

TO: Members of the Executive Board
FROM: Samantha Cheng
SUBJECT: Food Collective Centre Report 1
DATE: June 12th, 2023

Year Plan Update

The FCC is continuing to follow the plan outlined in our year plan. To summarize, we are almost complete with the hiring of the executive team, which was the primary goal for May until mid-June. Additionally, we are continuing with running the Lockers of Love service in-person and made our first purchase of the summer to re-stock.

Events, Projects, & Activities

General Service Usage

The only service that is currently running is Lockers of Love. Requests have fluctuated but are manageable, as the Assistant Director began fulfilling orders with the remaining stock from the previous term. A standing order has been made to continue replenishing the non-perishable items for the rest of the summer.

Projects & Events: Lockers of Love (On-Going)

The Locker has been cleaned out and an inventory of the remaining stock was counted and recorded on file. Since we still have grocery gift cards remaining (around 30), the form for the Virtual Lockers of Love was also opened as an alternative. The transition so far has been smooth, and we have not run into major issues with Lockers of Love!

Projects & Events: Hiring

Hiring has also been going smoothly. Applications were released early May with the deadline on May 22nd. We received a promising number of applications, and after thoroughly reviewing them, we conducted additional interviews throughout the first week of June. We expect to send out emails later this week (as of the EB report due date) to finalize the team. For those who were not chosen, we will offer them a volunteer position in advance (I.e., bypassing the written application process in August) since they have demonstrated ample dedication and interest in the service.

Outreach & Promotions

Summary

We are currently primarily interacting with MSU members through emails and Instagram.

Promotional Materials

Executive Team Hiring

This order was made during the previous Director's term, so it did not come out of the budget for this school year.

**WE ARE
HIRING**

Positions Available

- Good Food Box Coordinator
- Promotions Coordinator
- Community Kitchen Coordinator
- Social & Political Advocacy Coordinator (2)
- Community Fridge Liaison

**Applications Close
MAY 22ND AT 11:59 PM EST**

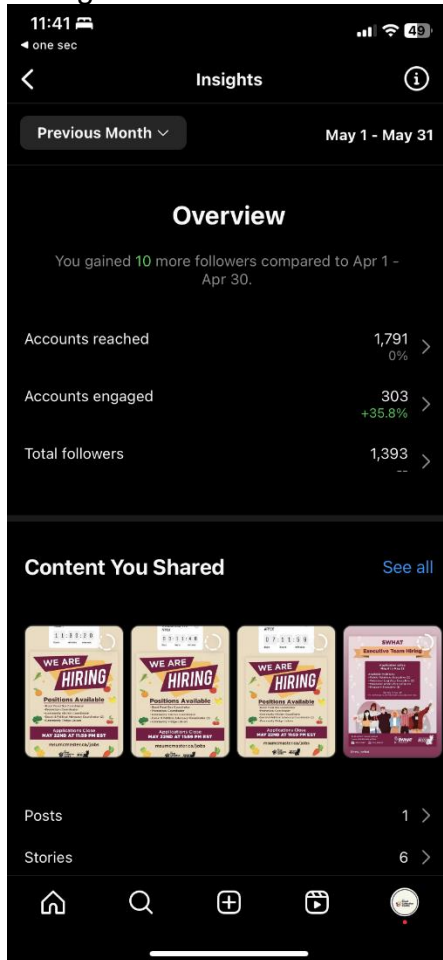
msumcmaster.ca/jobs

MSU Food Collective Centre MSU

Social Media Engagement since the Previous Report

Note that only Instagram is reported for this month as Twitter and Facebook were not updated with the Executive Team Hiring post. Once the Promotions Coordinator is hired, they will be tasked with regularly updating those pages as well. Our post received a good amount of traffic, as I have messaged numerous MSU services and groups to repost it on their stories twice (once when applications came out and once close to the deadline.)

Instagram:



Finances

Budget Summary

So far, we have spent money on purchasing food items from Walmart Grocery Delivery for Lockers of Love.

ACCOUNT CODE	ITEM	BUDGET / COST
5003-0318	FCC – OFFICE SUPPLIES	\$100.00

	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$0.00
5003-0318	FCC – TELEPHONE	\$200.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$200.00
6102-0318	FCC – ANNUAL CAMPAIGNS	\$1,600.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$1,600.00
6103-0318	FCC – GOOD FOOD BOX EXPENSE	\$500.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$500.00
6494-0318	FCC – VOLUNTEER RECOGNITION	\$400.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$400.00
6501-0318	FCC – ADVERTISING & PROMOTIONS	\$2,900.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$2,900.00
6603-0318	FCC - RESERVE	\$4,000.00
	TOTAL SPENT IN LINE	\$1,000.00
	REMAINING IN LINE	\$3,000.00
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$9,700.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$1,000.00
REMAINING DISCRETIONARY SPENDING		\$8,700.00

Executives & Volunteers

The moral and collaborative spirit between the Assistant Director and I have been great! We have been in constant communication via direct messaging and meetings on Teams and have been prompt in responding to each other as well. We are excited to be welcoming our new executive team!

Successes

The smooth hiring process has been a major success, as we received many promising applicants. As of this report, we are still debating over who to hire! Continuing to run the Lockers of Love service has also been relatively smooth.

Current Challenges

For Lockers of Love, some applicants had to be notified of an unavailable item and asked whether or not they would like another item to substitute due to lower stocks in the first week of June. However, we have placed an order for restocking of our supplies, so we do not anticipate this to be an issue for the summer.

A major challenge we encountered was a complaint about the Food Bank being closed. Although information about its summer closure is on the FCC website, there was a poster still up in the Community Fridge that may have confused some individuals. We sent an apology to the individual and directed them towards the Lockers of Love service, which is still on-going. Moreover, we removed the poster and plan to put a sign in the basement of Bridges to further improve our communication.