



REPORT

From the office of the...

FCC Director

TO: Members of the Executive Board
FROM: Samantha Cheng
SUBJECT: Food Collective Centre Report 2
DATE: July 24th, 2023

Year Plan Update

The FCC is continuing to follow the year plan. We have completed Executive Hiring and training, implemented a new communications platform for the FCC team, and are continuing to run the Lockers of Love service in-person.

Events, Projects, & Activities

General Service Usage

The only service that is currently running is Lockers of Love. Requests have remained steady with around 3-5 orders per week.

Projects & Events: Volunteer Recruitment

Following the recommendations from the previous Director, we are hiring for upper years and returning volunteers earlier (August 1-16) in order to open the food bank promptly in September. The social media post has been made as well as the volunteer application form.

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

The Locker has been restocked for July-August and is continuing to fulfill orders that come in throughout the summer.

Projects & Events: Hiring

This was the primary task of the FCC this month. All executives have been settled into their role and trained, which included submitting all forms and training on Mosaic, going over the year plan, brainstorming ideas over the school year, and going over expectations, roles, and responsibilities. They have been tasked to draft their own year plans to alleviate some of the work throughout the year due by the end of June.

Outreach & Promotions

Summary

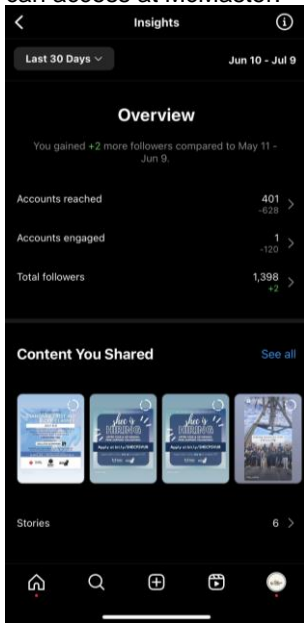
We are currently primarily interacting with MSU members through emails and Instagram.

Promotional Materials

N/A

Social Media Engagement since the Previous Report

Since we have only been reposting stories from other services for this month, there is no notable change in social media engagement. This will change in August when we begin our first round of hiring volunteers and collaborate with the Community Fridge with social media posts informing students, especially incoming students, about both the Food Bank and the Fridge as resources they can access at McMaster.



Finances

Budget Summary

No changes compared to last month. The Lockers of Love order was made under the summer Standing Order.

Commented [CT1]: Double check if I've done the money right, do I have to keep the old things, or in total money spent do I only include what I've spent for this month or total since beginning

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 morale of the newly hired executive team has been fantastic! The transition and training went smoothly and all members were prompt in completing the action tasks we email weekly. We are also settled into the new FCC Discord, an organized communication platform I created based on our goal of increasing a sense of community among FCC members and volunteers. Due to separate channels for announcements, general Q&A, separate committee channels, a private Executive channel, as well as more “fun” channels to share food photos and recipes, I envision the Discord to allow communication to be streamlined and create a more comfortable environment for students.

Successes

So far, the new communications platform and smooth hiring process has been a major success. Continuing to run the Lockers of Love service has also been smooth.

Current Challenges

Since the AD will be away in late August, in-person Lockers of Love service will not be able to run. However, our solution was to temporarily switch to virtual Lockers of Love (offering our remaining stock of grocery store gift cards) for those two weeks.

Miscellaneous

Participated in a study conducted by researchers at Queens University on campus Food Banks, where I answered questions on how our service operates, as well as our current successes and challenges.

Met with MacChangers to discuss the FCC and Community Fridge as Community Partners for their experiential program, with one of the themes this year being food insecurity.

An incoming student reached out to us to collaborate under a Sprouts Fellowship Grant. We will be meeting with her in August to discuss how we can incorporate her ideas into her year plan.