



# REPORT

*From the office of the...*

## Director Student Health Education Centre

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TO: Members of the Executive Board  
FROM: Sheridan Fong  
SUBJECT: Student Health Education Centre Report 1  
DATE: Thursday, August 10<sup>th</sup> @ 9:30 am

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### **Year Plan Update**

Our year plan is an in-depth outline of our goals, projects and initiatives and team responsibilities. Since the creation of the year plan we have finished executive hiring and currently are marking applications for upper year/returning peer support volunteers. The onboarding of our executive team is going smoothly as we work through their individual executive year plans to match SHEC's pillars and mandates.

### **Events, Projects, & Activities**

#### *General Service Usage*

Our service has not started operating for the 2023-2024 school year, but progress is being made on ordering health supplies, planning events, promotions, initiatives and campaigns for the year. Also, returner + upper year peer support volunteers are being hired, which is an essential part of our service.

#### *Projects & Events: Executive Hiring (Complete)*

Executive hiring was completed on June 13<sup>th</sup>, 2023, with 60% of our executive team being Health Sciences students. During the interview process we took into consideration student's programs as diversity in SHEC's teachings and programming is important as our service is meant to serve the entire undergraduate body. All executive contracts have been signed and placed in the appropriate folders.

#### *Projects & Events: Service Year Planning (Complete)*

As executive team members get on board and acquainted with our service. Since our first executive meeting on June 23<sup>rd</sup> we have been meeting weekly online.

All executive year-plans were due back to the Assistant Director and I by July 21<sup>st</sup>. Stand out events that are different this year is a 50<sup>th</sup> anniversary event in October 2023 and bringing back Pee4Pizza and [SHEC Week](#) which last ran in 2019.

### *Projects & Events: Inventory + Resource Collection (On-Going)*

Prior to Welcome Week it is essential that our health supplies are restocked as Welcome Week serves as one of our busiest distribution times.

I have coordinated with Hamilton Public Health and there was a miscommunication where they didn't recognize SHEC as a not-for-profit group and they wanted to stop our distributing relationship.

After several weeks of conversation, they have offered to supply us safe(r) sex items. The request for items has been put in but is still pending approval. However, they are soon implementing criteria to determine which organizations can receive free safe(r) sex items from them. If SHEC is no longer eligible this will greatly impact the ability to distribute items as we received and distributed over 8500+ safe(r) sex items in the 2022-2023 school year, with the majority (>80%) being provided by the City of Hamilton Public Health free safe(r) sex item initiative.

### *Projects & Events: New volunteer identifiers (On-going)*

During SHEC events it's hard to distinguish who are volunteers and event participants. All volunteers will now receive a lanyard and shirt. The lanyards will also be worn while on peer support volunteering shifts in our space to help service-users identify SHEC staff.

### *Projects & Events: Upper year and returner – PSV Hiring (On-going)*

We received 132 applicants with 19 being returner volunteers. We plan on having a team of ~50 returner/upper year PSVs.

All written applications have been marked and interviews are scheduled for Friday, August 11<sup>th</sup> to Thursday, August 17<sup>th</sup>.

### *Projects & Events: SHEC @ Welcome Week! (Upcoming)*

We will be present at the following events:

- Monday August 28 – Monday Night Lights
- Tuesday, August 29<sup>th</sup> – BHSc Faculty Day and Headphone Disco
- Wednesday, August 30<sup>th</sup> – SHEC Organized Rock Painting
- Thursday, August 31<sup>st</sup> – MSU Concert

### *Projects & Events: New Health Dispensers + Change to Community Advisor (CA) Residence Distribution System (Upcoming)*

**[On pause due to health supply and potential funding issue.]**

We recognize that picking up health supplies in a public area such as MUSC 202 (located right beside the MSU office and often a very busy area), can be

intimidating and a barrier to accessing health supplies. One of our most successful distribution channels is the health dispenser outside of the MSU office as it is available during non-SHEC operational hours and no SHEC team interaction is necessary to access the supplies. We plan on introducing new health dispensers across campus in collaboration with other student groups. Our aim is to work with other student societies that are located in different parts of campus to help us reach a new demographic and provide alternative channels of supply distribution.

An additional challenge is the lack of equality between health supply access between different residences and floors. CAs are responsible for picking up the health supplies from SHEC's office and placing them in a spot on their floor that is accessible for folks. Currently, it's up to the individual CA to restock the health supplies on their floor leading to disparities between health supply availability. We plan on figuring out an alternative distribution method to CAs where we will provide the supplies to the residences so they can be distributed during the weekly meeting coordinated by the Residence Life Area Coordinator (RLAC), where all CAs must be in attendance.

## Outreach & Promotions

### Summary

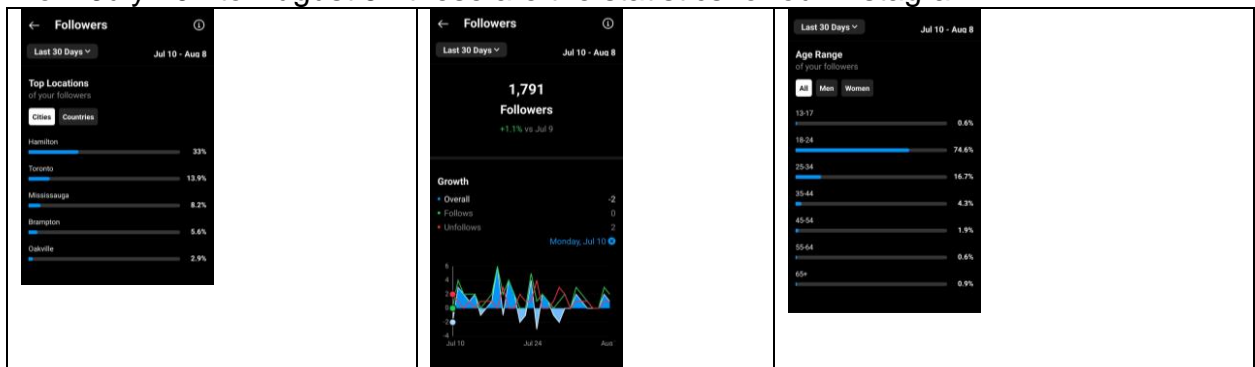
We have posted on [Instagram](#) highlighting our SHEC upper year + returning peer support volunteer applications. We have been actively promoting other McMaster opportunities and initiatives.

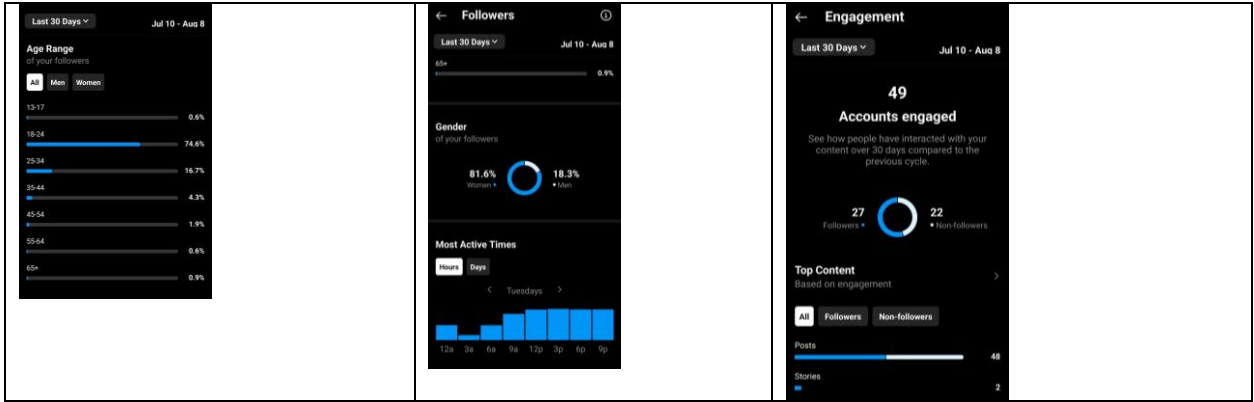
### Promotional Materials

Since our last EB report due August 10<sup>th</sup>, 2023, there have been no new promotional material created and shared on our social media channels.

### Social Media Engagement since the Previous Report

From July 10<sup>th</sup> to August 9<sup>th</sup> these are the statistics for our Instagram.





## Finances

### Budget Summary

No money has been spent since the June 30<sup>th</sup>, 2023, budget due date.

ACCOUNT CODE	ITEM	BUDGET / COST
ex: 5003-0101	Masking Tape	-
<b>SUPPLIES</b>	<b>TOTAL SPENT IN LINE</b>	-
	<b>REMAINING IN LINE</b>	-
	<b>TOTAL SPENT IN LINE</b>	
	<b>REMAINING IN LINE</b>	
	<b>TOTAL SPENT IN LINE</b>	
	<b>REMAINING IN LINE</b>	
	<b>TOTAL SPENT IN LINE</b>	
	<b>REMAINING IN LINE</b>	
<b>TOTALS</b>		
<b>TOTAL BUDGETED DISCRETIONARY SPENDING</b>		<b>\$9700</b>
<b>TOTAL ACTUAL DISCRETIONARY SPENDING</b>		<b>\$9700</b>
<b>REMAINING DISCRETIONARY SPENDING</b>		<b>\$0.00</b>

## **Executives & Volunteers**

Executives have been hired and are currently being onboarded. We are checking in with our executives through SHEC-ins and by hosting weekly summer meetings. We plan on hosting executive meetings with all team members to help build community and reduce the separation between internal + external executive members and activities.

## **Successes**

Completing peer support volunteer two weeks ahead of last year's schedule. We believe that having more time for volunteers to become familiar with SHEC and sign-up for committees early is vital to a successful year.

## **Current Challenges**

Ensuring supplies come in time from City of Hamilton Public Health.

## **Miscellaneous**

N/A