

**Executive Board Meeting 23-22**  
**Wednesday, January 17, 2024 @ 2:30pm**  
**MUSC 201, MSU Boardroom**

**Called to Order 2:34pm**

**Present** Ahmad, Arora, El-Kadi, Khan, Samuels, Wang, Yang  
**Late** Otchere  
**Absent** Popovic (LOA)  
**Others Present** V. Scott (Recording Secretary), M. Wooder (MCD), Fezan Khokhar (EFRT Director), Samantha Cheng (FCC Director)

**1. Adopt Agenda**

**Moved** by Wang, **seconded** by Samuels to adopt the agenda, as presented.

**Amendment**

- El-Kadi – Add ‘Fill out When2Meet’.

**Passes Unanimously**

**2. Diversity Report – report circulated**

**Otchere arrived at 2:36pm**

- El-Kadi summarized the report.

**Questions**

- Arora asked if Diversity could incentivize their volunteers to attend meetings. El-Kadi responded that there have been a lot of challenges with executive attendance, so they have been tracking attendance and giving incentives.
- Samuels stated that they’re doing a great job with their socials.

**3. EFRT Report – Fezan Khokhar presented**

- Khokhar summarized the report.

**Questions**

- El-Kadi asked how the uniforms were coming along. Khokhar responded that everything was fine, but there was an issue with the Campus Store messing up the colour. They explained that they received navy instead of dark navy, so EFRT is now looking into if it was their fault or Campus Store’s fault. Wooder asked if the team got a proof on what it would look like. Khokhar responded that they received a proof and it looked the same as before, and they also looked for a colour code but it wasn’t included in the proofs. Wooder informed Khokhar of next steps.

- Arora stated that this was a great report. They asked if it was possible to put signage up in the areas where musculoskeletal incidences are most prevalent. Khokhar responded that they could look into the chief complaints, but that there wasn't much to put in place to prevent.
- Arora asked if they could put a sign in the climbing gym. Khokhar responded that it would be worth looking into.
- Wooder stated that EFRT should be ensuring that the new uniform pants are done properly. He stated that EMS and first responders have dos and don'ts for items such as these.

#### **4. FCC Report – Samantha Cheng presented**

- Cheng summarized the report.

#### **Questions**

- Scott let Cheng know that the door in The Hub is a bit on the heavy side and that everyone could look into how to make this more accessible. She asked what resources FCC was giving to the Community Fridge, as she explained that this was a University initiative. Cheng responded that currently FCC only cross-promotes items with the Community Fridge, and that they all have a meeting tomorrow to go over items of what to do. Cheng added that FCC does offer their volunteers, but hasn't been super integrated and that FCC also hasn't utilized their budget on the Community Fridge.
- Wooder echoed Scott's concerns. He stated that he just wanted to make sure the MSU wasn't spending resources beyond what they're already doing. He stated that it was a University based project with collaboration with certain touchpoints, so if the University is asking for more time and money then they are deviating from expectations. Wooder explained that the FCC budget is not geared towards that. Wooder described the Hub space to Cheng, as they stated that the FCC team would be going to see the space after this meeting. They quickly brainstormed how to get the space ready. Wooder added that he appreciated Cheng getting the artwork done when they did for the good food box, as it was included in the newsletter. He asked Cheng to track any order increases as engagement was outpacing Elections.
- Arora stated that this was a great report. They asked if Cheng considered incentives along with the strike system they've implemented for volunteers. Cheng responded that they've held raffles for volunteers, but can't say if it has worked in terms of incentivization.
- El-Kadi asked what would happen if a volunteer received three strikes. Cheng responded that they wouldn't be able to volunteer, and that FCC does have backup volunteers they can ask to fill in. El-Kadi added that this system would work, but just wanted to ensure that FCC was also supporting these students who were missing their shifts and checking in with them. They added that they should be following policy and also clarifying expectations.
- Khan suggested encouraging volunteers to swap shifts and ensuring that the shifts get covered. They added that SWHAT has snacks as incentives. Cheng stated that they do

have the FCC work discord where volunteers can ask others to fill in. They stated that it has been working and others have been stepping up. Cheng added that the snack idea was good, but volunteers were not allowed to eat in the pantry space for perception reasons.

- Khan asked how often volunteers not come in without notice. Cheng responded that they would need to follow up with the Assistant Director to find out that answer.
- El-Kadi added that they were willing to set up a meeting with them both to go over the strike system. El-Kadi asked what the plan was for traffic for the upcoming tasting event. Cheng responded that they will have so many samples for food, and that they will be asking people to follow FCC on social media.
- Otchere asked when the Spark collaboration will be. Cheng responded that it will happen at the end of February, beginning of March.

#### 5. Fill out When2Meet

- El-Kadi asked everyone to take the time to fill out their hiring when2meet.
- The Board took five minutes to fill out their availabilities.

#### 6. Information and Questions

- El-Kadi stated that he will be scheduling interviews soon, so to please send top three candidates to them ASAP.
- Scott let everyone know that campaigning for the Presidential Election was happening now, and that the meet and greet for the Candidates was tonight in TwelvEighty, and that the debate was on January 23.
- Wooder stated that MSU swag will be given out at the meet and greet for candidates. He reported that the feedback series was ongoing until next week. Wooder added that awards nominations are now open. He reported that The Hub is now aiming for the first week of February to be open, and the MSU will hold a launch event. Wooder added that the sign up for Battle of the Bands is now open.

#### 7. Adjournment and Time of Next Meeting

##### Time of Next Meeting:

**January 24, 2024  
2:30pm EST  
MSU Boardroom, MUSC 201**

**Moved** by Otchere, **seconded** by Yang that the Executive Board meeting be adjourned.

**Passes Unanimously**

**Adjourned at 3:27pm**

/vs

DRAFT