



# REPORT

*From the office of the...*

## Food Collective Centre Director

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TO: Members of the Executive Board  
FROM: Ella Ying  
SUBJECT: Food Collective Centre Report 1  
DATE: June 19, 2024

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### **Yearplan Update**

FCC is continuing to follow the year plan. Since the beginning of summer, lockers of love remain as the FCC's primary in-person service, and we made two purchases to restock the pantry. In addition, we have completed executive hiring in May. Another primary goal is planning the relocation of the Community Fridge, and FCC, MSU, and SWC had several meetings to discuss our vision and goals for the upcoming year. Lastly, FCC and SWC are compiling a more extensive list of food-related internal resources, which will be listed on the FCC website.

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

#### *General Service Usage*

The only in person service that is currently running is Lockers of Love. Requests have fluctuated depending on the week. On a busy week, we get around 15-20 orders. On a regular week, there are around 10 orders. Assistant director had made a standing order to restock the pantry for the rest of the summer.

#### *Projects & Events: Locker of Love (Ongoing)*

The transition from end of the year to summer has been smooth. In the beginning of May, we reorganized the pantry, recorded the remaining inventory, and restocked the pantry with donations from Gorepark Outreach and store-bought items from Food Basics. Due to the consistent promotions, the number of orders has been steady for the past two months. In mid-June, the assistant director restocked the pantry with both donations and items from Food Basics.

### *Projects & Events: Hiring (Completed)*

Hiring had already been completed and the process was very smooth. Applications were released in early May and we finished hiring on the last week of May. We received and reviewed a high number of applications and conducted interview in mid-May. For those who were not chosen, we offered the chance to interview for a general volunteer position without a written application.

### *Projects & Events: Merging of Community Fridge (Ongoing)*

This merge was first brought up in March 2024, and FCC, SWC, and MSU had been actively planning for it since the beginning of summer. In May, representatives from each stakeholder (FCC, SWC, and MSU) discussed and aligned our goals for the community fridge. In our recent meetings, we talked about successes and challenges (ie. security breaches) that the community fridge faced last year. This information is crucial as we determine how we can combat or prevent these challenges in the upcoming year. Furthermore, a tentative timeline has been created to ensure that the community fridge can open in time.

### *Projects & Events: Resources Hub (Ongoing)*

SWC and FCC are compiling a more extensive list of internal (within McMaster) resources for individuals who are food insecure, and these resources will be listed under “additional resources” on FCC website. We already made a list of partners/ organizations and reached out via email or social media. As of right now, we are waiting for these organization’s response. After that, we will work with the MSU IT department to update our website.

## **Outreach & Promotions**

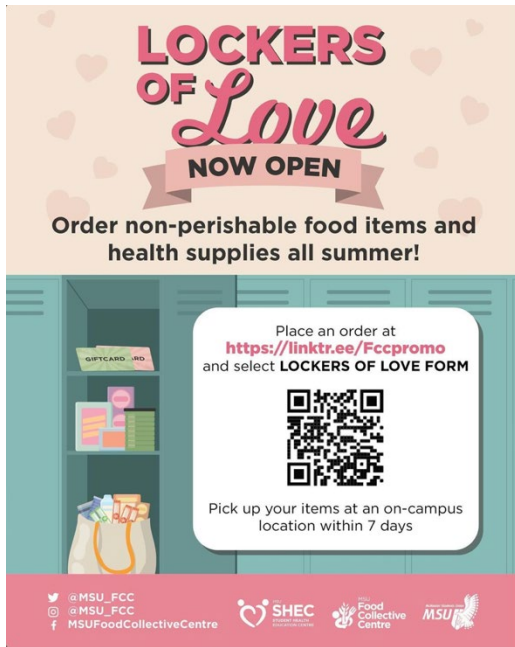
### *Summary*

We are interacting with MSU members through emails and our social media platforms (Instagram, Facebook, and Twitter).

### *Promotional Materials*

Summer Lockers of Love

This was an old post updated with new information. Hence, we did not use our budget.



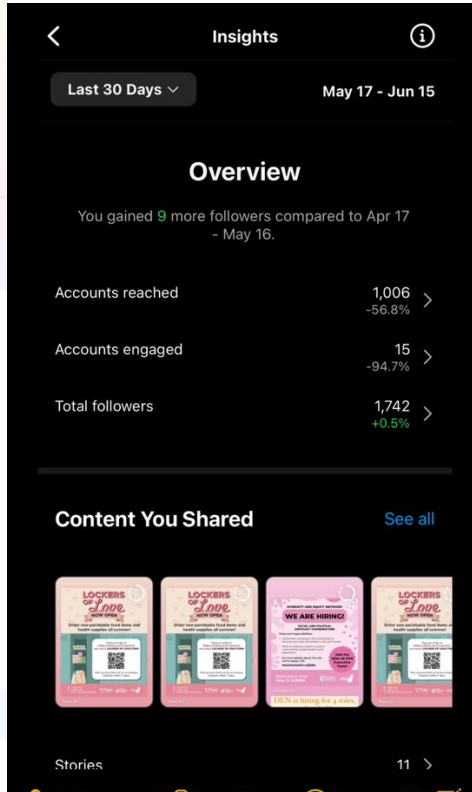
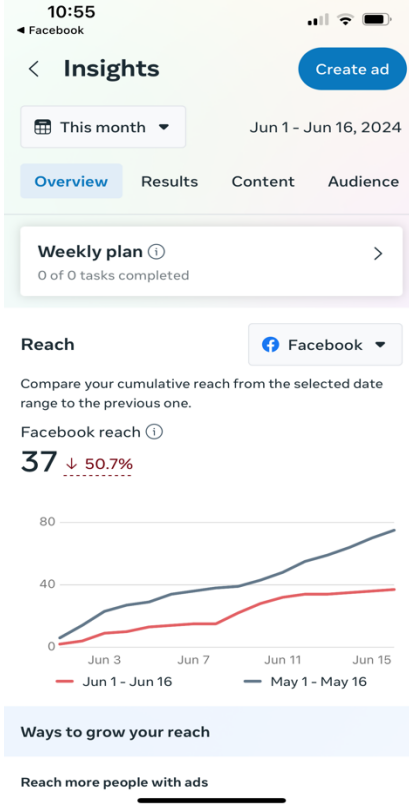
### Executive Team Hiring

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



### *Social Media Engagement since the Previous Report*

Our hiring post and Lockers of love posts received a good amount of traffic. These screenshots include statistics for the past month (mid May- mid June), where we have already done promotions for hiring. Furthermore, twitter has no longer provide free analytics.



## Finances

### Budget Summary

For May and June have spent money on purchasing food items from Food Basics 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	\$400.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$400.00
6102-0318	FCC – ANNUAL CAMPAIGNS	\$2,200.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$1,600.00

6103-0318	FCC – GOOD FOOD BOX EXPENSE	\$900.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$900.00
6494-0318	FCC – VOLUNTEER RECOGNITION	\$400.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$400.00
6501-0318	FCC – ADVERTISING & PROMOTIONS	\$2,200.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$2,200.00
6603-0318	FCC - RESERVE	\$3,000.00
	TOTAL SPENT IN LINE	\$1,000.00
	REMAINING IN LINE	\$2,000.00
<b>TOTALS</b>		
<b>TOTAL BUDGETED DISCRETIONARY SPENDING</b>		\$9,200.00
<b>TOTAL ACTUAL DISCRETIONARY SPENDING</b>		\$1,000.00
<b>REMAINING DISCRETIONARY SPENDING</b>		\$8,200.00

## **Executives & Volunteers**

The moral and collaborative spirit between the Assistant Director and I have been great! We became a lot closer as we made the tentative year plan together and we have been constant communication through emails, teams, and direct messaging. In terms of the executive team, I only communicated with them through email and direct messaging but there has been no issue so far. FCC is having the first team meeting on Monday June 17, where all the executives will meet for the first time and receive major updates.

## **Successes**

Executive hiring was a major success. There were no problems with the entire process. The executive team is passionate about FCC and everyone brings different skills and experience to the table. Overall, I am very excited to collaborate with them for the upcoming year. Lockers of Love is also a huge success. The assistant director has expressed that these were the highest number of orders she had seen since she began her role in October 2023.

## **Current Challenges**

For Lockers of Love, some applicants have notified that their lockers had been opened (ie. items taken of the bags). For the past year, the assistant director assigned lockers at random. Hence, it is suspected that regular users had multiple locker codes. To resolve this, we apologized and repackaged the

order of the user who had their locker opened. Our main solution is to reassign all users to unused lockers, as the assistant director only used half of the lockers in the past year. Essentially, each user is assigned to the same locker every time, and each person only has access to their own locker. This strategy has been working so far and we have not received any complaints since then.

For the merger of community fridge, the only major challenge is that we did not receive additional funding from Okanagan. FCC is hoping to expand partnerships and our fundraising efforts to combat the lack of funding. This includes reaching out to community partners (restaurants, hospitality, grocery stores..etc), placing donation boxes, implementing an on-call pick up system, and hosting fundraising events.

For resource hub, most partnerships have indicated their interest, but most MSU (Student-ran) clubs have not responded to our email or message on social media. This process may take longer than expected, but we are not in a hurry to compile this list.