



# REPORT

*From the office of the...*

## **Director (Food Collective Centre)**

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TO: Members of the Executive Board  
FROM: Ella Ying  
SUBJECT: Food Collective Centre Report 1  
DATE: July 12, 2024

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### **Yearplan Update**

FCC is continuing to follow the year plan. FCC had our first executive meeting. It was very successful as the team completed their role-specific training, discussed volunteer hiring, and got to know one another. Furthermore, all executives had a 1:1 check-in with Assistant Director and Director, where individual year plan and budget is finalized. Lockers of Love remains as our main service for the summer, and we have not made a restock this month due to the high volume of donations. In addition, SWC, MSU, and FCC had meetings to create a tentative timeline for the FCC fridge (previously known as the Community Fridge) and finalized the infrastructure (ie. subcommittees) and volunteer hiring process for the FCC.

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

#### *General Service Usage*

The only in-person service that is currently running is Lockers of Love. Requests have fluctuated but on a busy week, we get around 10-15 orders. On a regular week, there are around 5-10 orders.

#### *Projects & Events: Lockers of Love (On-going)*

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

### *Projects & Events: Upper Year Volunteer Hiring (On-going)*

We are hiring for upper years/ returning volunteers earlier (July 8- 22) this year. This is to ensure we have enough time to train all volunteers in September and that the FCC space can open by October 1<sup>st</sup>, 2024. The social media post has been posted and the volunteer application is now live.

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

By the end of June, SWC, FCC, and MSU had refined our initial timeline for the FCC fridge. This timeline provides us with a general checklist of what needs to be accomplished prior to the opening of the FCC space. The three stakeholders also discussed the role of the fridge subcommittee and Community Fridge Liaisons.

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

Due to the lack of response from MSU clubs and internal partners, we have decided to put this project on hold. FCC recognized that this is a transition period for most of our partners, especially MSU clubs, and we will continue this endeavour during the school year.

## **Outreach & Promotions**

### *Summary*

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

### *Promotional Materials*

Upper Year FCC General Volunteer Hiring

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

MSU FOOD COLLECTIVE CENTRE

# NOW HIRING



## UPPER YEAR AND RETURNING VOLUNTEERS

Interested in student life, food equity,  
and advocating for food security?

All experience levels welcome!



Apply at:

[MSUMCMASr.CA/JOBS](https://msumcmastr.ca/jobs)

Deadline to apply:

**Monday, July 22 | 11:59PM**



 /MSUFoodCollectiveCentre  
 @MSU\_FCC

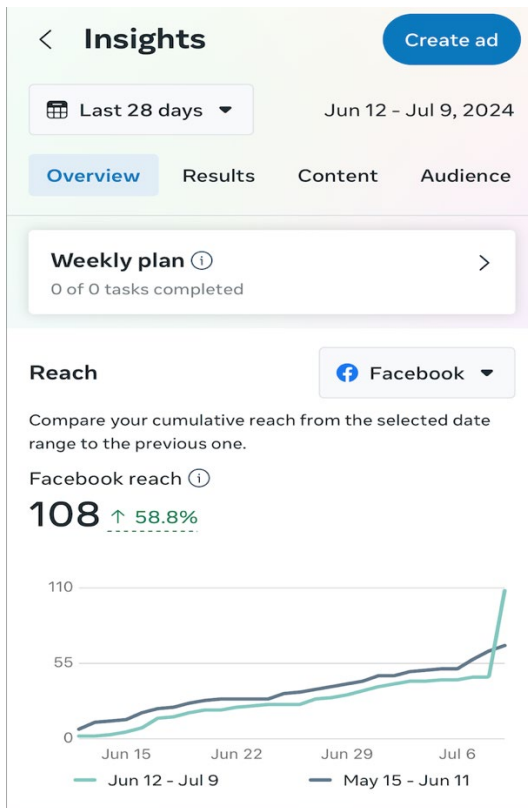
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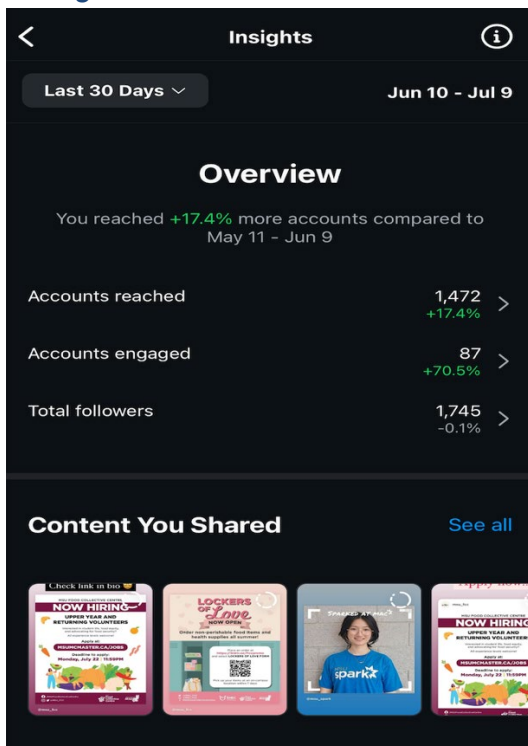
### *Social Media Engagement since the Previous Report*

Our hiring post was posted this week, and we are hoping to increase social media engagement prior the deadline of the application. These screenshots include statistics for the past month (mid June- mid May).

## Facebook



## Instagram



## Finances

### *Budget Summary*

We have not spent any money since our June restock for Lockers of Love.

<b>ACCOUNT CODE</b>	<b>ITEM</b>	<b>BUDGET / COST</b>
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 morale of the newly team is amazing! The initial meeting was a lot of fun as we did a few icebreakers to get to know each other and brainstormed ideas for the volunteer applications. All members were engaged during every check in and were prompt in completing the action tasks. Our main communication is still

direct messaging and emails, but I also created a FCC discord for this year. All executives have been added to the Discord.

## **Successes**

For Lockers of Love, all the security issues had been resolved and operation has been smooth. Another success is finalizing the year plan with each of our executives to ensure that everyone is on the same page. The executive team is aware of the budget line(s) dedicated to each of their events and/or service. The whole team is really excited for the upcoming year with returning and new events!

## **Current Challenges**

For the resource hub, most MSU (Student-ran) clubs did not respond to our email or message on social media. Again, we assume they are going through a transition period of their leadership team. Since this process is taking longer than expected, we decided to put this project on hold. On the bright side, a few partners have already provided the necessary information, and we found ways to incorporate other partners within our service. For instance, we have met with representatives from Student Case Management, and they provided us with more information on when and how FCC can make a referral. This information will be included in volunteer training.

## **Miscellaneous**

We have been in contact with SPARK as a potential spear in their upcoming webinar event in August.

We were also contacted by campus tours, and FCC space will be showcased in them. We specifically asked them to introduce the different service branches FCC offer to increase engagement levels.