



# Year Plan

**MSU Food Collective Centre (FCC)**

**FCC Director**

**Ella Ying**

**2024–2025**



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## Introduction

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Dear Executive Board,

My name is Ella Ying, and I am the FCC Director for 2024-25. I am excited to continue making a difference, cultivating a stronger food system, and providing support for food-insecure individuals. Last year, our service fully resumed in person, and we are hoping to expand our in-person efforts this year.

Food insecurity is defined as the lack of access to sufficient or nutritious food, and this challenge is caused by a variety of factors. It is no surprise that food insecurity has become more prevalent in Canada after the pandemic. For instance, the percentage of Ontario living with food insecurity has increased by 16.1% since 2021. This is due to reduced operations of food banks, reduced incomes, instability in food prices, and more. Food insecurity can manifest in other forms in academic institutions. Students may experience food insecurity in ways, such as having an unhealthy diet, skipping meals, difficulties purchasing healthy foods, and a lack of resources, time, or knowledge to prepare nutritious meals, among others. Furthermore, food insecurity is linked to a higher prevalence of physical and mental illness, poor academic performance, and stress. Notably, income disparity among students stands out as a primary contributor to food insecurity, with over 60% of post-secondary students in Canada reporting experiencing food insecurity according to Meal Exchange Canada. Hence, it is crucial to recognize the importance of the Food Collective Centre at McMaster University, as this service continues to alleviate the multifaceted barriers that students and community members face. Our service also spreads awareness and educates the student body about this ongoing issue, which can contribute to meaningful changes on a long-term basis.

In the upcoming academic year, there are many exciting opportunities for FCC, including the SWC gifting FCC the fridge and freezer following the closure of the Community Fridge Space, and new campus-wide events. This is all possible due to our dedicated volunteers, executives, and community partners. Since volunteering with the Food Collective Centre in my first year, I have witnessed the positive impacts we have made, and I am truly grateful to be a part of this invaluable service. I am excited to continue learning and growing alongside the FCC as I assume the role of Director for the 2023-2024 year! Do not hesitate to reach out if you have any questions regarding the contents of this year's plan.

Warm regards,

Ella Ying, FCC Director 2024-2025

## Vision for Food Collective Centre

<p><b>Overarching Vision (I.e., What is the <i>ultimate</i> goal you have for your Service?)</b></p>	<p>To foster a resilient and sustainable food system in the McMaster and Hamilton community by establishing a collaborative network of (internal and external) partners, increasing fundraising efforts, and raising awareness on food insecurity.</p>
<p>Description</p>	<p>Food Collective centre’s main goal is to establish an operation system that is sustainable in the present and the future. Since majority of our service branches have been operating for a few years, our current goal is to provide and maintain a high standard of service and ensure those who need these resources are aware of our programs. The only exceptions are our food bank (including the FCC fridge). Since the start of FCC, our service relied on funding and set budgets. This strategy can be unsustainable since budget varies year to year, and any changes can cause stress on our service. Hence, we aim to increase our outreach efforts and establish long term partnership with community partners (ie. Local restaurants, grocery stores, NGOs etc). The goal is to receive regular donations from these partners and avoid relying completely on funding from MSU. Furthermore, FCC can actively work to diminish stigma around food insecurity by raising awareness through in person event and online initiative. These efforts can improve our service usage and increase student engagement.</p>
<p>Benefits</p>	<ul style="list-style-type: none"> <li>• Maintaining a high standard of service help FCC build trust with our users and a strong(er) reputation within the McMaster and Hamilton Community.</li> <li>• By establishing a sustainable operational system, it guarantees long term stability for FCC, meaning we can continue to serve the community reliably this year and for the year to come.</li> <li>• Mobilizing the McMaster community to address food insecurity together through advocacy and fundraising.</li> </ul> <p>Ultimately, by addressing food insecurity, FCC can Improve student’s mental and physical health, reduce financial burden for our service users, and improve academic performance.</p>
<p>Year 1 Goals (2024/25)</p>	<p>The primary goals are:</p>

	<ul style="list-style-type: none"> <li>• Increase usage and awareness of the FCC service branches (including good food box, food bank and community FCC fridge, Lockers of Love, Cooking Workshops, special events)</li> <li>• Maintain in-person services</li> <li>• Form meaningful and long-term partnerships with internal and external community partners</li> <li>• Implement new systems and strategies to get donations throughout the year             <ul style="list-style-type: none"> <li>○ Ie. Place locked donation bins on popular campus spots</li> </ul> </li> <li>• Document the operation, successes, and challenges of the FCC fridge</li> <li>• Track the usage of food bank and FCC fridge</li> <li>• Increase volunteer engagement and dedication throughout the year</li> <li>• Collaborate with other MSU services and clubs for events</li> <li>• Increase FCC's social media presence by expanding to new social media platforms and posting new content</li> </ul>
<p>Year 2 Goals (2025/26)</p>	<ul style="list-style-type: none"> <li>• Depending on how successful this year's outreach efforts are, FCC will continue to find partnerships within the McMaster and Hamilton Community.</li> <li>• Apply for grants, scholarships, and fundings on behalf of FCC to further expand the scale of our operations</li> <li>• If there's an increase in number of users, the new challenge would be to find sustainable way(s) to run each service branch.</li> <li>• Improve the operation of FCC fridge             <ul style="list-style-type: none"> <li>○ For instance, we may need to adjust the number of volunteers dedicated to this new subcommittee find ways to receive donations for the fridge specifically.</li> </ul> </li> </ul>
<p>Year 3 Goals (2026/27)</p>	<ul style="list-style-type: none"> <li>• If needed, refine and make adjustment to current service branches</li> <li>• Improve FCC's brand image at McMaster and establish a stronger reputation             <ul style="list-style-type: none"> <li>○ Create a variety of merchandise and apparel</li> <li>○ Increase social media presence (ie. Using a consistent theme and colour palette)</li> <li>○ Post executive introductions</li> <li>○ Improve the FCC team's sense of belonging and connection by hosting more socials</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Attend Food (in)security conference and connect with other universities and food banks</li> </ul>
Partners	<p>Here is a list of partners who we have previously worked with and will continue to work with FCC.</p> <p>Internal partners: Indigenous student service, International and exchange student experience, Student Wellness Centre, McMaster Okanagan Committee, Hospitality Services, TwelvEighty, the Grind, the Hub representatives</p> <p>MSU services and clubs: MUS DEN, Maroons, Spark, SHEC, Cultural clubs (ie. Organization of Latin American Student), Indigenous Health Movement, McMaster Students Cooking on a Budget</p> <p>External Partners: Gorepark Outreach team</p>
How can VP Admin support you?	<p>VP Admin can support by scheduling individual check ins and MSU service cluster meetings, maintaining regular communication through emails, attending FCC fridge meetings, and providing feedback on year plan (or other event proposals).</p>

## Project/Events Timeline

### Spring/Summer Term

May	
<b>Service Goal/Project/Event (#1):</b>	<b>Executive Hiring</b>
Why and how?	During the MSU training, it is recommended to hire executive team as soon as possible. This ensures that our team have ample time to prepare a detailed year plan before the new term starts. Applications are open from early to mid-May and all executives are hired by June 1 <sup>st</sup> . This was done through the standard MSU hiring process of applications and interviews.
Potential difficulties? How can you overcome them?	The challenge of receiving a limited number of applications can be addressed by promoting the application on our social media platforms. Director reposted the application post every day for two weeks. Furthermore, this can be addressed by extending application deadline.
Who?	FCC Director (D) and Assistant Director (AD)
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#2):</b>	<b>Lockers of Love</b>
Why and how?	This is a primary service since the walk-in food pantry is closed for the summer.
Potential difficulties? How can you overcome them?	It is possible that less orders will be made over the summer since less students and community members are in Hamilton. This can be addressed by increasing our promotional efforts. Director had posted an updated Lockers of Love post with detailed instructions. Another issue may be security breach with the lockers. In the past year, different lockers were assigned to the different user every time. This means that service users have access to multiple locker combination, and this may result in stealing of packages. This can be addressed by reassigning the locks and working with the Hub representative, Mitchell.
Who?	FCC D and AD

Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#3):</b>	<b>Transition of the Gifted Fridge (stage: planning)</b>
Why and how?	Student Wellness Centre (SWC) proposed the gifting of the community fridge in March 2024. The proposal seems reasonable and exciting since FCC could not accept or provide perishable foods in the past. This project requires significant amount of planning, including finances, logistics, and hiring. In May, the main goal is to discuss and align our vision and goals for the FCC fridge.
Potential difficulties? How can you overcome them?	The McMaster community fridge had face significant challenges in the past, including security breaches, unsustainable operation, insufficient funding, lack of engagement from student body, and more. These challenges can be overcome with collaborative meetings, between FCC, MSU, and SWC. So far, we have discussed how we can adjust our operation system to address security breaches (ie. Limited hours, relocating the fridge in the FCC space/ hub which will be less visible to public). Furthermore, the FCC team have met up with executives of food programs at other universities to learn about their operations, and FCC can possibly apply this information in the future.
Who?	FCC D and AD ,SWC, VP Admin
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#4):</b>	<b>Online Resource Hub (stage: planning)</b>
Why and how?	In a recent meeting with SWC, we discussed that a common issue for food insecure individuals is that they do not know where to find internal resources. We have also heard that students do not know the difference between all the partners/ services at McMaster (ie. McMaster community fridge vs FCC food pantry). In May, SWC and FCC team have gathered a list of internal resources and Director will reach out to VP Admin for approval.



Potential difficulties? How can you overcome them?	It may be difficult to find an extensive list of internal resources, especially some services may be closed over the summer. This was addressed by the SWC team. They already have a list and website for food-related resources.
Who?	FCC D and AD, SWC, VP Admin
Priority Level (highlight one)	High Priority <b>Moderate Priority</b> Low Priority

June	
<b>Service Goal/Project/Event (#1):</b>	<b>Executive Training and Year Planning</b>
Why and how?	Since the new executive mainly consists of new members, sufficient training and individual meetings are required to help ease their transition. Training modules will be recorded by director and assistant director and sent to each executive. Individual meetings will be used to discuss executives' visions and goals for the upcoming term and figure out how we want to allocate the budget. Each executive should also have a year plan finished by the end of June.
Potential difficulties? How can you overcome them?	The availability of our executive team may pose difficulties in coordinating meeting times, especially considering their term does not formally start until September so they are not obligated to begin. If no time works, sending paper meetings via email may be required. A Discord group chat will also be created for the service, and there will be an executive-only channel.
Who?	FCC executive team
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#2):</b>	<b>Lockers of Love</b>
Why and how?	In June, Lockers of Love will continue to run to provide nonperishable food and health supplies for students.
Potential difficulties? How can you overcome them?	We anticipate running out of foods to replenish the lockers. This can be solved by going on another grocery run or reaching to other current partner (Gorepark outreach) for donations.

Who?	FCC AD
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#3):</b>	<b>Transition of the Gifted Fridge (stage: planning)</b>
Why and how?	By June, we should be including our Community Fridge Liaisons in the meeting and getting them caught up on our progress. FCC, SWC, and MSU will establish a timeline for the Fridge, which includes what we want to accomplish in the upcoming months/academic term(s). Again, opening of the FCC fridge poses many challenges, and meetings are crucial for finding realistic and effective solutions.
Potential difficulties? How can you overcome them?	Creating a timeline may be difficult as there are still many unknowns, especially given that this is the first time FCC is adding a fridge to their operation. Collaboration between all 3 partners (FCC, SWC, MSU) is key to overcoming this problem. By having weekly meetings, we can pull our resources together to find alternative solutions.
rWho?	FCC D and AD, SWC, VP Admin from MSU
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#4):</b>	<b>Online resource Hub (stage: execution)</b>
Why and how?	Once this initiative is approved by VP admin, the next step is to create a general email template. This will be used to contact all the services/projects/partners that FCC want to include in the online resource hub. After that, we will work with MSU Communication team to update our website. Finally, we can use story to promote this new page on our FCC website.
Potential difficulties? How can you overcome them?	It may be difficult to reach certain partners during the summer especially if they are ran by students. This can be combatted by reaching out through different social media/ contacts. Furthermore, since this is an online (non-urgent) initiative, we can always continue this project during the school year. This

	ensures that the clubs we include on our website are running in the upcoming year.
Who?	FCC D and AD, SWC, MSU Communications team
Priority Level (highlight one)	High Priority <b>Moderate Priority</b> Low Priority

July	
<b>Service Goal/Project/Event (#1):</b>	<b>Executive Training and Year Plan</b>
Why and how?	Executive training and year plan should be completed by June. This is the time to refine the year plan or sort out logistics. For executives who have year-round initiatives, they can start reaching out to partners (ie. Other MSU service, clubs, community partners)
Potential difficulties? How can you overcome them?	Executive may encounter various problems when asking other services or clubs to collaborate. For instance, some clubs may not have their executive hired yet or other services may be uncertain about the executive's availabilities and funding. One way to combat this is by suggesting that we can revisit the details, but we should start planning as soon as possible. FCC executive should set clear expectation and provide tentative timeline.
Who?	FCC executive team
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority Low Priority
<b>Service Goal/Project/Event (#2):</b>	<b>Lockers of Love</b>
Why and how?	In July, we will be continuing Lockers of Love during summer to provide support to students.
Potential difficulties? How can you overcome them?	Potential difficulties and solutions are the same as they were for the month of June.
Who?	FCC AD

Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#3):</b>	<b>General Volunteer Hiring (Upper and returning volunteers)- 1<sup>st</sup> round</b>
Why and how?	<p>The recruitment process for general volunteers will commence at the beginning of July and around 30-40 volunteers should be hired by end of July. This round is targeted towards returning volunteers and students in second year or above. General volunteers play a vital role in various aspects of our operations. They actively contribute by rotating shifts at the food bank and providing invaluable support to the executive team through committees overseen by specific executives. Moreover, general volunteers greatly contribute to the seamless execution of smaller individual events hosted throughout the year.</p> <p>This year, FCC aims to have around 55 general volunteers. The application process will include a supplementary (written) application section and an virtual group interview. All applications will be reviewed by the FCC executive team.</p>
Potential difficulties? How can you overcome them?	Potential difficulties include not enough interest and applications, this can be overcome by increasing promotions on our various social media platforms.
Who?	FCC executive team
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#4):</b>	<b>Transition of the Gifted Fridge (stage: Establishing Partnerships, planning promotions)</b>
Why and how?	By July, FCC's executives (mainly Community Fridge Liaisons) and SWC team will be reaching out to establish external and internal partnerships. These partnerships should include restaurant, grocery store, McMaster Hospitality service, and more. The goal is to receive donations (perishable and nonperishable food) from these companies for the fridge and possibly the food bank. We will begin by making a list of

	<p>potential partners to reach out to. Then, we contact each potential partner through emails using a professional email template. Throughout the month, everyone will track successful/unsuccessful partnerships using a excel sheet and we will have weekly meetings.</p> <p>Furthermore, the month of August and September is crucial for promoting the opening of FCC. FCC promotion coordinator will work with community fridge liaisons to brainstorm promotional material and create a marketing schedule.</p>
Potential difficulties? How can you overcome them?	It may be difficult to convince companies, especially businesses, to collaborate with us. This can be addressed by including “selling points” in our proposal email. For example, we can offer free promotions for our partners by including them in sponsorship highlight on our Instagram, which has over 1700 followers.
rWho?	FCC D and AD, SWC, VP Admin
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority      Low Priority

August	
<b>Service Goal/Project/Event (#1):</b>	<b>General Volunteer Hiring (First year students)- 2nd round</b>
Why and how?	The second round of general volunteer hiring will open in last week of august (welcome week) and written application will be due in the first week of September. The second week is when interviews will be held. All volunteers should be hired by middle of September. This timeline provides an opportunity to learn about FCC (during welcome week and first week of school ie. Club fest) and have a chance to get involved if they want to. The process will be identical to the first round except for in person group interviews.
Potential difficulties? How can you overcome them?	Potential difficulties include not enough interest and applications, this can be overcome by increasing promotions, participating in Welcome Week, and introducing new students to the service to generate interest.
Who?	FCC Executive Team

Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#2):</b>	<b>Planning for the year with new exec team (continued)</b>
Why and how?	Effective planning and organization play a pivotal role in achieving a successful year. To ensure a smooth start in September, it is imperative to complete specific tasks in July and August, such as reaching out to partners/collaborators, preparing files and intake forms, and requesting a year plan from each executive member.
Potential difficulties? How can you overcome them?	Anticipating potential challenges at this time is challenging due to the evolving circumstances, but certain aspects may pose difficulties. These include finding a suitable partner for the Good Food Box and booking kitchen space for Cooking Workshops. However, we can overcome these obstacles through proactive measures, such as actively reaching out to potential partners, conducting meetings to establish the logistical details of these services, and developing contingency plans as a precautionary measure.
Who?	FCC executive team
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#4):</b>	<b>Lockers of Love</b>
Why and how?	In August, we will be continuing Lockers of Love during summer to provide support to students.
Potential difficulties? How can you overcome them?	Potential difficulties and solutions are the same as they were for the month of July.
Who?	Primarily FCC AD with support from FCC Director
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority

## Fall Term

September	
<b>Service Goal/Project/Event (#1):</b>	<b>Regular FCC services (Cooking Workshop, Good Food Box, Lockers of Love, FCC Fridge)</b>
Why and how?	<p>FCC offer several services each month, which are listed below. They will be run by the FCC executive(s,) and volunteers with the support from Director and Assistant director.</p> <p><i>Good Food Box (GFB):</i> This service offers discounted fresh produce boxes for delivery and pick-up. We aim to have around anywhere from 10-30 orders each month.</p> <p><i>Cooking Workshops:</i> This year, Community Kitchen Coordinators may partner up with SWC to host one of their biweekly cooking workshops (one cooking workshop per month by FCC). These sessions will be completely in person, specifically in the kitchen space of the Hub. Our goal is to diversify the dishes we teach, cater to different dietary restrictions, and use affordable, in-season produce.</p> <p><i>Lockers of Love:</i> This service primarily operates in person using our food bank and an anonymous locker system. Only Nonperishable items will be offered for this service.</p> <p>*Timeline for the opening of FCC fridge is subject to change.  <i>FCC Fridge:</i> The Liaisons are responsible for overseeing the operation of the Community Fridge and managing their subcommittee. In September, their focus is to clean the fridge, ensure that fridge is stocked, and prepare for grand opening in October. Other main responsibilities include attending meeting with SWC, picking up donations, maintaining the Community Fridge, and tracking the inventory and usage.</p>

<p>Potential difficulties? How can you overcome them?</p>	<p>GFB: This program had been run by the same executive for the past two years. Hence, this is the first time Anish, the new GFB coordinator, will be stepping into this role. It might be a difficult transition as Anish will have to figure out a new “system” of operation that suits his goals, needs, and schedule. I will be heavily involved for the first few months of operation until he feels confident to operate on his own. Another problem is when our users forget to pick up their GFB. This can be combated by coordinating with the promotions coordinator to post reminders about the pickup date and location. The GFB coordinator can also send out reminder emails, which was recommended by the last executive.</p> <p>Cooking Workshop: A challenge we faced last year was the same student(s) will sign up for every workshop. This year, I suggested that students will have to indicate whether they have attended previous workshops on the sign-up form. The Community Kitchen Coordinators can create a waitlist for those who have already attended and give priority to the target student population (ie. Students with disability in a collaboration with DEN) or those who haven’t attended before. This ensures that all students who are interested in cooking workshops have a chance at attending at least one session during the school year.</p> <p>Lockers of Love: Potential difficulties and solutions are the same as they were for the summer months.</p> <p>FCC Fridge: One setback we may encounter is not having enough donations to stock the fridge for grand opening. If that’s the case, Director and Assistant director should contact VP finance and VP admin to apply for additional fundings for the FCC reserve line.</p> <p>In general, there is a possibility that we may encounter new setbacks in specific programs. The FCC executive team is prepared to overcome these challenges by collaborating as a team, adapting our strategies, and finding creative solutions. Additionally, director and assistant director will maintain open line of communication and seek guidance from members of MSU (mainly VP finance and VP Admin) if any major challenges arise.</p>
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Who?	FCC executive team
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#2):</b>	<b>Volunteer training</b>
Why and how?	<p>All hiring should be finished by the middle of September. Training will occur at the end of September, and executives will begin to hold meetings with their subcommittees. There will be mandatory training in person (the Hub), and this training session will also be offered in an online format for those who cannot attend.</p> <p>Training includes:</p> <ul style="list-style-type: none"> <li>- Intro to MSU, FCC, and our service branches</li> <li>- How to fill in intake form</li> <li>- How to track inventory for food pantry and/or the fridge</li> <li>- Cleaning and checking the fridge (ensure it is working)</li> <li>- How to use referral system (case management office)</li> <li>- Additional resources for walk in clients</li> </ul>
Potential difficulties? How can you overcome them?	Students may not be available on the same day/time for the mandatory training. We may offer more than one training sessions if needed. Additionally, students may not retain all the information from the training. To combat this, volunteers will have an online module before their first shift. FCC executive team will also prepare a volunteer handbook, which includes all the information that's needed to operate the FCC space.
Who?	Main FCC AD, FCC executive team
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority

October	
<b>Service Goal/Project/Event (#1):</b>	<b>Trick or Eat</b>

<p>Why and how?</p>	<p>This year, Trick or Eat will adapt a different format inspired by <a href="#">University of Guleph</a> (event is mentioned at the bottom of article). FCC volunteers/executives and Maroons will go door to door to ask for nonperishable and perishable food items, health supplies, and monetary donations. Specifically, we will target the Westdale area and communities near Main Street West. This event should last for several hours, and it will be held for one day on the last week of October (near Halloween). Since this is a new event, effective promotions will be needed to ensure we receive a good amount of donations.</p> <p>In the past, Trick of Eat was an annual food drive Our annual food drive, known as Trick or Eat, takes place on Halloween and throughout the week leading up to the 31st. However, FCC is planning to place permanent donation bins around campus for nonperishable donations. It would no longer makes sense to hold this food drive if there are donation bins all year round.</p>
<p>Potential difficulties? How can you overcome them?</p>	<p>One potential difficulty could be coordinating a schedule between the Maroons and FCC team. This can be overcome by sending out a shift schedule ahead of time, which ensures that there are enough volunteers for this event. In addition, volunteers who have a busy schedule can still join whenever they want as the event is set to last for several hours.</p>
<p>Who?</p>	<ul style="list-style-type: none"> <li>- FCC: D and AD, Social and Political Advocacy Coordinators (SPC), volunteers</li> <li>- Maroons</li> </ul>
<p>Priority Level (highlight one)</p>	<p>High Priority    <b>Moderate Priority</b>    Low Priority</p>
<p><b>Service Goal/Project/Event (#2):</b></p>	<p><b>Grand opening of FCC space (Food Bank and Fridge)</b></p>

<p>Why and how?</p>	<p>Even with FCC's relocation, there are many students who are still unaware of our service's existence, and one of FCC's goals for the academic year is to increase the traffic of the food bank and FCC fridge. Hence, it is crucial to promote our service in person. On the first day of operation, we will still have our regular volunteers monitoring the FCC space. The FCC executive team will have a booth in the main entrance of the hub (first floor) to promote our opening. At the booth, we will offer various promotional materials, including flyers and stickers. We will also offer free refreshments and snacks for any students who give us a follow-on social media (Facebook, X, or Instagram), share our Instagram story, or attend an FCC space tour. During this tour, students will see our FCC space in person, learn about various service, and how they can contribute (ie. where can they donate). We can also offer free and affordable activities, such as cookie decorating kits or board games.</p>
<p>Potential difficulties? How can you overcome them?</p>	<p>A potential difficulty is there may not be a lot of students on this day, which may impact the level of engagement. To combat this, we will promote the grand opening of FCC food bank/CF a month in advance with videos, stories, and post. The executive team can also walk around campus (beyond the Hub) with promotional materials and free snack to attract students.</p>
<p>Who?</p>	<ul style="list-style-type: none"> <li>- FCC executive team and volunteers</li> <li>- Hub representatives (if needed)</li> </ul>
<p>Priority Level (highlight one)</p>	<p><b>High Priority</b>    Moderate Priority    Low Priority</p>
<p><b>Service Goal/Project/Event (#3):</b></p>	<p><b>Regular FCC services (Cooking Workshop, Good Food Box, Lockers of Love, FCC Fridge)</b></p>
<p>Why and how?</p>	<p><i>Good Food Box (GFB):</i> This service offers discounted fresh produce boxes for delivery and pick-up. We aim to have around anywhere from 10-30 orders each month.</p> <p><i>Cooking Workshops:</i> This year, Community Kitchen Coordinators may partner up with SWC to host one of their biweekly cooking workshops (one cooking workshop per month by FCC). These sessions will be completely in person,</p>

	<p>specifically in the kitchen space of the Hub. Our goal is to diversify the dishes we teach, cater to different dietary restrictions, and use affordable, in-season produce.</p> <p><i>Lockers of Love:</i> This service primarily operates in person using our food bank and an anonymous locker system. Only Nonperishable items will be offered for this service.</p> <p><i>FCC Fridge:</i> The Liaison is responsible for overseeing the operation of the FCC Fridge and managing their subcommittee. Other main responsibilities include attending meeting with SWC, picking up donations, maintaining the FCC Fridge, and tracking the inventory and usage.</p>
Potential difficulties? How can you overcome them?	Potential difficulties remain the same.
Who?	FCC executive team
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority

November	
<b>Service Goal/Project/Event (#1):</b>	<b>Ladles of Love</b>
Why and how?	<p>This is a returning FCC event where students are provided with free, healthy soup. FCC recognizes that midterm/exams seasons are very stressful, and a lot of students failed to prioritize their overall wellbeing. This event will serve as both an outreach opportunity, but also a friendly reminder for student to take care of themselves.</p> <p>For context, this event was held before the pandemic and took place at The Grind, This year, FCC can collaborate the Grind or Twelve Eighty and use their space for the day.</p>
Potential difficulties? How can you overcome them?	Potential difficulties nclude not being able to collaborate with our ideal partner(s). This can be overcome by reaching out to new management and discussing plans for the event early on. Another challenge is ensuring that all soup(s) are catered towards different dietary restrictions. We can either make

	different soups or one type of soup that accommodates common dietary restrictions. Another option is to put out a registration form and students can indicate their dietary restriction beforehand so we can prepare accordingly.
Who?	<ul style="list-style-type: none"> <li>- FCC: D and AD, Community Kitchen Coordinators (CKC), volunteers</li> <li>- Twelve Eighty/ Grind</li> </ul>
Priority Level (highlight one)	High Priority <b>Moderate Priority</b> Low Priority
<b>Service Goal/Project/Event (#2):</b>	<b>Regular FCC services (Cooking Workshop, Good Food Box, Lockers of Love, FCC Fridge, Food Bank)</b>
Why and how?	<p><i>Food bank:</i> Assistant director will schedule and monitor volunteers. All FCC volunteers will have weekly shifts (~2-3 volunteers per shift) and they will track the inventory by updating an excel sheet.</p> <p><i>Good Food Box (GFB):</i> This service offers discounted fresh produce boxes for delivery and pick-up. We aim to have around anywhere from 10-30 orders each month.</p> <p><i>Cooking Workshops:</i> This year, Community Kitchen Coordinators may partner up with SWC to host one of their biweekly cooking workshops (one cooking workshop per month by FCC). These sessions will be completely in person, specifically in the kitchen space of the Hub. Our goal is to diversify the dishes we teach, cater to different dietary restrictions, and use affordable, in-season produce.</p> <p><i>Lockers of Love:</i> This service primarily operates in person using our food bank and an anonymous locker system. Only Nonperishable items will be offered for this service.</p> <p><i>FCC Fridge:</i> The Liaison is responsible for overseeing the operation of the FCC Fridge and managing their subcommittee. Other main responsibilities include attending meeting with SWC, picking up donations, maintaining the FCC Fridge, and tracking the inventory and usage.</p>

Potential difficulties? How can you overcome them?	Potential difficulties remain the same.
Who?	FCC executive team
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority

December	
<b>Service Goal/Project/Event (#1):</b>	<b>Study Snack Packs</b>
Why and how?	The Study Snack Packs event is a biannual initiative organized just before the onset of exam season. Students can pre-register and receive complimentary bags filled with nutritious snacks. These packs can be conveniently picked up on campus or delivered to locations nearby. This event has consistently garnered positive feedback and participation in previous iterations. Leftover snack packs will be used to promote FCC on social media. For instance, we asked students to show proof that they are following FCC on Instagram in exchange for a snack pack.
Potential difficulties? How can you overcome them?	A potential concern is not having enough volunteers for the pickup day. A solution is to notify all FCC volunteers a few weeks in advance. By distributing responsibilities among a large pool of volunteers, all shifts should be covered. If not, we can contact FCC executives and MSU maroons for support.
Who?	FCC D and AD, SPC, volunteers
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#2):</b>	<b>Holiday Fundraiser</b> <b>1) Tote-Tally Paint Night</b> <b>2) Virtual Outreach</b>
Why and how?	1) According to SWC and other community partners, holiday season is the best time to host fundraisers. Tote-tally paint night was a super successful event that we held last year, where students can design their own tote bag while enjoying a holiday movie and hot chocolate.

	<p>For context, the cost of the event was covered by a student's scholarship (\$1000). Since we do not have enough budget to cover the entire event, we could turn this into a fundraiser by charging an entrance fee of \$5. We already have most of the material, including paint and brushes, so we only need to purchase 30 new tote bags.</p> <p>2)FCC executive team (mainly S&amp;P coordinators and CFL) will reach out to all the academic departments at McMaster and possibly other organization in Hamilton to place donations bin at their holiday events. These donation bins will include a flyer with a QR code that leads to a donation site for FCC. This initiative can be a great way for FCC to receive new donations without using our current budget.</p> <p>Last year, one department from McMaster reached out to FCC to place a donation bin at their holiday dinner. This was a huge success since we ended up receiving a lot of nonperishable items.</p>
<p>Potential difficulties? How can you overcome them?</p>	<p>For tote-tally paint night, students may be upset that there is an entrance free as there wasn't one last year. However, we will do significant promotions for this event and advertise it as a fundraiser form the beginning. We can mention that these funds will go toward our pantry and fridge, which will help many students along with funding future FCC events.</p>
<p>Who?</p>	<p>FCC D,AD, SPC, Community Fridge Liaisons (CFL), volunteers</p>
<p>Priority Level (highlight one)</p>	<p><b>High Priority</b>    Moderate Priority    Low Priority</p>
<p><b>Service Goal/Project/Event (#3):</b></p>	<p><b>Regular FCC services (Cooking Workshop, Good Food Box, Lockers of Love, FCC Fridge, Food Bank)</b></p>
<p>Why and how?</p>	<p><i>Note: December is usually when we have less engagements due to exams and holiday plans. We may not host cooking workshops or GFB during this month.</i></p> <p><i>Food bank: Assistant director will schedule and monitor volunteers. All FCC volunteers will have weekly shifts (~2-3 volunteers per shift) and they will track the inventory by updating an excel sheet.</i></p>

	<p><i>Good Food Box (GFB):</i> This service offers discounted fresh produce boxes for delivery and pick-up. We aim to have around anywhere from 10-30 orders each month.</p> <p><i>Cooking Workshops:</i> This year, Community Kitchen Coordinators may partner up with SWC to host one of their biweekly cooking workshops (one cooking workshop per month by FCC). These sessions will be completely in person, specifically in the kitchen space of the Hub. Our goal is to diversify the dishes we teach, cater to different dietary restrictions, and use affordable, in-season produce.</p> <p><i>Lockers of Love:</i> This service primarily operates in person using our food bank and an anonymous locker system. Only Nonperishable items will be offered for this service.</p> <p><i>FCC Fridge:</i> The Liaisons are responsible for overseeing the operation of the FCC Fridge and managing their subcommittee. In September, their focus is to clean the fridge, ensure that fridge is stocked, and prepare for grand opening in October. Other main responsibilities include attending meeting with SWC, picking up donations, maintaining the FCC Fridge, and tracking the inventory and usage.</p>
Potential difficulties? How can you overcome them?	Potential difficulties remain the same.
Who?	FCC executive team
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority

### Winter Term

January	
<b>Service Goal/Project/Event (#1):</b>	<b>MSU x DEN Cultural Tasting Event</b>
Why and how?	Last year, all the MSU services collaborated to host a successful wellbeing week filled with different events. Specifically, FCC and DEN held a cultural tasting event together in the MUSC



	<p>atrium. We hope to continue this tradition as this was one of the most successful events during the wellbeing week. This time, FCC and DEN will collaborate with three new cultural clubs and the hospitality service. It is important to ensure different cultural groups are being represented at McMaster.</p>
<p>Potential difficulties? How can you overcome them?</p>	<p>A potential challenge is budget constraint. Last year, FCC had extra money since a student's scholarship covered the other SPAC events. If FCC follows the year plan, we should have raised some money, which can be used to host this event. Further, DEN and other club can also contribute financially to alleviate the burden on FCC. Another difficulty is the cultural clubs may be unresponsive, as this was an issue last year. This can be overcome by reaching out earlier (around Fall semester) to create a tentative timeline that works for all party. Finally, there may be unfair distribution of workload. According to last year's executive team, DEN spearheaded this project. This year, director and assistant director will ensure that workload is split equally between both services.</p>
<p>Who?</p>	<ul style="list-style-type: none"> <li>- FCC D,AD, SPC, and volunteers</li> <li>- DEN</li> <li>- Maroons (if needed)</li> </ul>
<p>Priority Level (highlight one)</p>	<p>High Priority    <b>Moderate Priority</b>    Low Priority</p>
<p><b>Service Goal/Project/Event (#2):</b></p>	<p><b>Regular FCC services (Cooking Workshop, Good Food Box, Lockers of Love, FCC Fridge, Food Bank)</b></p>
<p>Why and how?</p>	<p><i>Food bank:</i> Assistant director will schedule and monitor volunteers. All FCC volunteers will have weekly shifts (~2-3 volunteers per shift) and they will track the inventory by updating an excel sheet.</p> <p><i>Good Food Box (GFB):</i> This service offers discounted fresh produce boxes for delivery and pick-up. We aim to have around anywhere from 10-30 orders each month.</p> <p><i>Cooking Workshops:</i> This year, Community Kitchen Coordinators may partner up with SWC to host one of their biweekly cooking workshops (one cooking workshop per</p>

	<p>month by FCC). These sessions will be completely in person, specifically in the kitchen space of the Hub. Our goal is to diversify the dishes we teach, cater to different dietary restrictions, and use affordable, in-season produce.</p> <p><i>Lockers of Love:</i> This service primarily operates in person using our food bank and an anonymous locker system. Only Nonperishable items will be offered for this service.</p> <p><i>FCC Fridge:</i> The Liaisons are responsible for overseeing the operation of the FCC Fridge and managing their subcommittee. In September, their focus is to clean the fridge, ensure that fridge is stocked, and prepare for grand opening in October. Other main responsibilities include attending meeting with SWC, picking up donations, maintaining the FCC Fridge, and tracking the inventory and usage.</p>
Potential difficulties? How can you overcome them?	Potential difficulties remain the same.
Who?	FCC executive team
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority

February	
<b>Service Goal/Project/Event (#1):</b>	<b>FCC Rocky Roads Fundraiser</b>
Why and how?	This is the last fundraiser of the year, which will be held on the week of Valentine’s Day. Similar to tote-tally paint night, an entrance fee of \$5 will be charged per person. Student will be provided with different ingredients to make a rocky road and wrapping if they want to gift it to someone else. Essentially, Rocky Road is a no bake chocolate (using melted chocolate) that’s filled with other candies (ie. M and M, marshmallow...etc). Since FCC have the fridge and freezer, we can use it to freeze the chocolate and students can pick it up later.

Potential difficulties? How can you overcome them?	A potential challenge is having low attendance and engagement. Some strategies to combat this challenge include creating engaging promotions materials, involving the student in decision's (ie. Ask them what ingredients they would like on their rocky roads on Instagram story), and offering other incentives (ie. A Valentine's day giftaway).
Who?	FCC D and AD, S&P coordinators
Priority Level (highlight one)	High Priority <b>Moderate Priority</b> Low Priority
<b>Service Goal/Project/Event (#2):</b>	<b>Regular FCC services (Cooking Workshop, Good Food Box, Lockers of Love, FCC Fridge, Food Bank)</b>
Why and how?	<p><i>Food bank:</i> Assistant director will schedule and monitor volunteers. All FCC volunteers will have weekly shifts (~2-3 volunteers per shift) and they will track the inventory by updating an excel sheet.</p> <p><i>Good Food Box (GFB):</i> This service offers discounted fresh produce boxes for delivery and pick-up. We aim to have around anywhere from 10-30 orders each month.</p> <p><i>Cooking Workshops:</i> This year, Community Kitchen Coordinators may partner up with SWC to host one of their biweekly cooking workshops (one cooking workshop per month by FCC). These sessions will be completely in person, specifically in the kitchen space of the Hub. Our goal is to diversify the dishes we teach, cater to different dietary restrictions, and use affordable, in-season produce.</p> <p><i>Lockers of Love:</i> This service primarily operates in person using our food bank and an anonymous locker system. Only Nonperishable items will be offered for this service.</p> <p><i>FCC Fridge:</i> The Liaisons are responsible for overseeing the operation of the FCC Fridge and managing their subcommittee. In September, their focus is to clean the fridge, ensure that fridge is stocked, and prepare for grand opening in October. Other main responsibilities include attending meeting with</p>

	SWC, picking up donations, maintaining the FCC Fridge, and tracking the inventory and usage.
Potential difficulties? How can you overcome them?	Potential difficulties remain the same.
Who?	FCC exec team (each performing their respective roles)
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority

March	
<b>Service Goal/Project/Event (#1):</b>	<b>Food Security Conference (for food security week)</b>
Why and how?	In the past, FCC had done events of different format to raise awareness during food security week. During the pandemic, there was a 5-day social media campaign. Last year, the social and political advocacy subcommittee held Lunch N' Learn event with an indigenous guest speaker. We had amazing turnout, and the entire event was both interesting and educational for all attendees. This year, FCC wants to host a similar event on a larger scale to further spread awareness and engagement among students. It would be ideal to have at least 3 or more speakers at this conference and provide the attendees with a free lunch from Hamilton businesses.
Potential difficulties? How can you overcome them?	Conferences are logistically challenging to plan and may not be feasible depending on time and budget constraints. It is crucial to provide the S and P subcommittee with ample time to plan for this conference. We should begin reaching out to potential speakers in January the FCC team, and FCC should be transparent with how we can't afford honorarium if we have multiple speakers. After the speakers are finalized, February will be dedicated to adequately plan and schedule the events.
Who?	FCC D and AD, SPC, volunteers
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority

Service Goal/Project/Event (#2):	Regular FCC services (Cooking Workshop, Good Food Box, Lockers of Love, FCC Fridge)
Why and how?	<p>FCC operates a range of services on a monthly basis, each overseen by the responsible executive with support from the Director and Assistant Director. Examples of these services include:</p> <p><i>Good Food Box:</i> This service offers discounted fresh produce boxes for delivery and pick-up.</p> <p><i>Cooking Workshops:</i> Conducted monthly by our Community Kitchen Coordinator, these workshops focus on using in-season produce and catering to dietary restrictions. They can be held either in person or online.</p> <p><i>Lockers of Love:</i> Continuing from the summer, this service primarily operates in person using our food bank and an anonymous locker system. Adjustments may be made based on budget and demand, potentially transitioning to a hybrid system.</p> <p><i>FCC Fridge:</i> The Liaisons are responsible for overseeing the operation of the FCC Fridge and managing their subcommittee. In September, their focus is to clean the fridge, ensure that fridge is stocked, and prepare for grand opening in October. Other main responsibilities include attending meeting with SWC, picking up donations, maintaining the FCC Fridge, and tracking the inventory and usage.</p>
Potential difficulties? How can you overcome them?	<p>There may be potential difficulties in gathering information for the campaign, regular check-ins can help prevent this issue. If an unavoidable situation arises then pushing the campaign by an appropriate amount of time (such as by a week) will be necessary. Additionally, encouraging the coordinators to use the support of their volunteer committee can be helpful. There may be delays in getting the graphics we need from Underground; this can be overcome by ensuring we provide enough time for them to create the graphics.</p>
Who?	FCC executives team (each performing their respective roles)

Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#3):</b>	<b>Transitioning with the new Director and Assistant Director</b>
Why and how?	The incoming Director and AD contracts begin in May, but it is crucial to facilitate a smooth transition by engaging in conversations early. The transition meeting between past D, AD and VP admin should occur once incoming director and AD are hired. This ensures they each understand their roles and the functioning of FCC programs, enabling them to continue effectively in May and throughout the remainder of the year
Potential difficulties? How can you overcome them?	n/a
Who?	FCC D and AD
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority

<b>April</b>	
<b>Service Goal/Project/Event (#1):</b>	<b>Study Snack Packs</b>
Why and how?	The Study Snack Packs event is a biannual initiative organized just before the onset of exam season. Students can pre-register and receive complimentary bags filled with nutritious snacks. These packs can be conveniently picked up on campus or delivered to locations nearby. This event has consistently garnered positive feedback and participation in previous iterations. Leftover snack packs will be used to promote FCC on social media. For instance, we asked students to show proof that they are following FCC on Instagram in exchange for a snack pack.

Potential difficulties? How can you overcome them?	Potential difficulties remain the same.
Who?	FCC D and AD, SPC, volunteers
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority
<b>Service Goal/Project/Event (#2):</b>	<b>Regular FCC services (Cooking Workshop, Good Food Box, Lockers of Love, FCC Fridge, Food Bank)</b>
Why and how?	<p><i>Food bank:</i> Assistant director will schedule and monitor volunteers. All FCC volunteers will have weekly shifts (~2-3 volunteers per shift) and they will track the inventory by updating an excel sheet.</p> <p><i>Good Food Box (GFB):</i> This service offers discounted fresh produce boxes for delivery and pick-up. We aim to have around anywhere from 10-30 orders each month.</p> <p><i>Cooking Workshops:</i> This year, Community Kitchen Coordinators may partner up with SWC to host one of their biweekly cooking workshops (one cooking workshop per month by FCC). These sessions will be completely in person, specifically in the kitchen space of the Hub. Our goal is to diversify the dishes we teach, cater to different dietary restrictions, and use affordable, in-season produce.</p> <p><i>Lockers of Love:</i> This service primarily operates in person using our food bank and an anonymous locker system. Only Nonperishable items will be offered for this service.</p> <p><i>FCC Fridge:</i> The Liaisons are responsible for overseeing the operation of the FCC Fridge and managing their subcommittee. In September, their focus is to clean the fridge, ensure that fridge is stocked, and prepare for grand opening in October. Other main responsibilities include attending meeting with SWC, picking up donations, maintaining the FCC Fridge, and tracking the inventory and usage.</p>

Potential difficulties? How can you overcome them?	Potential difficulties remain the same.
Who?	FCC exec team (each performing their respective roles)
Priority Level (highlight one)	<b>High Priority</b> Moderate Priority    Low Priority

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## Increasing Food Collective Centre Presence

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### Social Media

As the previous Promotions Coordinators, I can appreciate the difference that a stronger social media presence had made for FCC. For instance, our attendance rate had increased to 100% for every in-person event. This year, I will continue to place a significant emphasis on our social media presence by implementing new online initiatives, such as volunteer highlights and FCC yearbook. Social media will continue to serve as a valuable tool for keeping the community informed about our events, updates to our regular programs, and addressing any inquiries that may arise. Instagram is the platform with the most traffic, so Twitter and Facebook will not be as prioritized. We want to place the most emphasis on the grand opening of food pantry and FCC fridge.

### Merchandise & Apparel



Currently, we have hundreds of FCC stickers left from last year. Prior to club fest and welcome week, we should restock on other merchandise, such as flyers or rave cards. FCC is planning to purchase T shirts or lanyards for the entire team (55 volunteers + 10 executives) in order to build a stronger brand image as a service.

### **Physical Promotions**

In previous years, we have utilized posters as a means of promoting our services, including Lockers of Love, Cooking Workshops, and the Good Food Box. These posters are posted in various popular campus spot including the Hub, MUSC, and MDCL. This strategy has proven effective in reaching out to the McMaster community, and we intend to maintain it in the upcoming year. Additionally, the FCC executive team will promote through word-of-mouth marketing by interacting with students and service users at the hub.

### **Service Webpage**

Last year, the director updated our service webpage with new descriptions for our service branches. This year, SWC and FCC team are working to include an extensive list of internal resource for individuals who are food insecure. Depending on our service's needs, other sections of the website may be updated in the future. Since May, I have consistently updated our link tree and this is available on our service webpage.

## Master Timeline

Month	Tasks
May	<ul style="list-style-type: none"> <li>• Executive hiring</li> <li>• Lockers of Love</li> <li>• Transition of the gifted fridge (stage: planning)</li> <li>• Online resource hub (stage: planning)</li> </ul>
June	<ul style="list-style-type: none"> <li>• Executive training and year planning</li> <li>• Lockers of Love</li> <li>• Transition of the gifted fridge (stage: planning)</li> <li>• Online resource hub (stage: execution)</li> </ul>
July	<ul style="list-style-type: none"> <li>• Executive training and year plan               <ul style="list-style-type: none"> <li>○ Individual Check ins with executive in early July</li> <li>○ Starting biweekly meetings</li> </ul> </li> <li>• Lockers of Love</li> <li>• General volunteer hiring (upper and returning volunteer) - Round 1</li> <li>• Transition of the gifted fridge (stage: planning promotions and establishing partnerships)</li> <li>• Ordering supplies for Food Bank (open/closed signs, snack bins for volunteers)</li> </ul>
August	<ul style="list-style-type: none"> <li>• General volunteer hiring—second round (first years)</li> <li>• Planning for new year with executive team</li> <li>• Lockers of Love</li> <li>• Create promotion materials for grand opening</li> </ul>
September	<ul style="list-style-type: none"> <li>• General volunteer hiring—second round (first years) cont'd</li> <li>• Volunteer Training</li> <li>• Regular services:               <ol style="list-style-type: none"> <li>1) Good Food Box - purchasing bags and boxes for the GFB</li> <li>2) Cooking workshop</li> <li>3) Lockers of Love</li> </ol> </li> <li>• Weekly Exec meetings</li> <li>• Promote grand opening of food bank (including FCC fridge)</li> </ul>
	<ul style="list-style-type: none"> <li>• Regular services:</li> </ul>

October	<ol style="list-style-type: none"> <li>1) Good Food Box</li> <li>2) Cooking workshops</li> <li>3) Lockers of Love</li> <li>4) Food Bank <ul style="list-style-type: none"> <li>• Weekly Exec meeting</li> <li>• Grand opening of FCC space (Food Bank and Fridge)</li> <li>• Trick or Eat</li> <li>• Purchasing items as necessarily – such as items/food for the cooking workshop or boxes for the Good Food Box</li> </ul> </li> </ol>
November	<ul style="list-style-type: none"> <li>• Regular services: <ol style="list-style-type: none"> <li>1) Good Food Box</li> <li>2) Cooking workshops</li> <li>3) Lockers of Love</li> <li>4) Food Bank <ul style="list-style-type: none"> <li>• Ladles of Love</li> <li>• Weekly Exec meeting</li> <li>• Purchasing items as necessarily – such as items/food for the cooking workshop or boxes for the Good Food Box</li> </ul> </li> </ol> </li> </ul>
December	<ul style="list-style-type: none"> <li>• Regular services: <ol style="list-style-type: none"> <li>1) Good Food Box</li> <li>2) Cooking workshops</li> <li>3) Lockers of Love</li> <li>4) Food Bank <ul style="list-style-type: none"> <li>• Study Snack packs</li> <li>• Holiday Fundraisers (ie. Toe-tally paint night)</li> <li>• Weekly Exec meeting</li> <li>• Exec appreciation</li> <li>• Purchasing items as necessarily – such as items/food for the cooking workshop or boxes for the Good Food Box</li> </ul> </li> </ol> </li> </ul>
January	<ul style="list-style-type: none"> <li>• Hiring a new director</li> <li>• Regular services: <ol style="list-style-type: none"> <li>1) Good Food Box</li> <li>2) Cooking workshops</li> <li>3) Lockers of Love</li> <li>4) Food Bank <ul style="list-style-type: none"> <li>• MSU x DEN cultural tasting event</li> <li>• Weekly Exec meeting</li> </ul> </li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>• Executive social</li> <li>• Purchasing items as necessarily – such as items/food for the cooking workshop or boxes for the Good Food Box</li> </ul>
February	<ul style="list-style-type: none"> <li>• Hiring of new Assistant Director</li> <li>• Regular services:             <ol style="list-style-type: none"> <li>1) Good Food Box</li> <li>2) Cooking workshops</li> <li>3) Food Bank</li> <li>4) Lockers of Love</li> </ol> </li> <li>• Weekly Exec meetings</li> <li>• Rocky Road Fundraiser</li> <li>• Advocacy campaign</li> </ul>
March	<ul style="list-style-type: none"> <li>• Regular services:             <ol style="list-style-type: none"> <li>1) Good Food Box</li> <li>2) Cooking workshops</li> <li>3) Food Bank</li> <li>4) Lockers of Love</li> </ol> </li> <li>• Weekly Exec meetings</li> <li>• Food Security conference</li> </ul>
April	<ul style="list-style-type: none"> <li>• Hiring of new Director</li> <li>• Regular services:             <ol style="list-style-type: none"> <li>1) Good Food Box – purchasing bags and boxes for the GFB</li> <li>2) Cooking workshops</li> <li>3) Food Bank</li> </ol> </li> <li>• Weekly Exec meetings and check-ins</li> <li>• Exec appreciation</li> <li>• Volunteer social and appreciation</li> <li>• Study Snack Packs</li> </ul>

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## Miscellaneous

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### Collaborative Events:

In previous year, our community kitchen workshops consisted of only McMaster students, and limited involvement from cultural club. This year, I will place a larger emphasis on “Community” within our community kitchen workshops. This can be done by inviting family members of McMaster students as and Hamilton community members as co-hosts. Furthermore, I would love to collaborate with MSU clubs and services to reach different student groups, such as MSU Spark and DEN, Indigenous Health Movement, Afghan Student’s Association, Vietnamese student’s association. These groups are often underrepresented in our service in previous year, and many students have expressed interest in learning new cuisines.

I also want to collaborate with other faculties (ie. Sustainability Departments) and partners on campus (Ie. SWC and International student service). For instance, Sustainability departments include experiential learning projects within their courses (ie. Sustain 1s03) where students can complete an activity of their choice and write a reflection about it. WE can possibility reach out to sustain department to include a being volunteer for FCC campus-wide event (ie. Trick or eat) as an ELP option.

### Exec appreciation/ socials:

One in-person executive social will be held at the beginning of Winter academic term and I will prepare appreciation packages at the end of each term. Although executive social is a great opportunity for everyone to bond, it is often difficult to schedule. For example, only 5 executives attended the end of year socials last year. While there are many ways to strengthen team unity, I believe that showing appreciation over time rather than all at once is more motivating. Instead of two executive socials, I want to make appreciation packages with personalized message from myself (and AD). Furthermore, I want to purchase refreshments (ie. Snacks or drinks) during our team meetings to promote a more fun and collaborative environment.

### Volunteer appreciation/social event:

FCC may organize an end-of-year event for the volunteers. According to last year’s director, this was difficult to schedule since we have 55 volunteers. Hence, we may use our budget to prepare volunteer appreciation packages instead, ensuring that every volunteer

feels appreciated. Additionally, we will be adding a snack basket in the FCC pantry space, and we will refill it with (mainly) nutritious snacks each month.

#### Communication platform

Like last year, FCC will be relying on a Discord groups to streamline communications between volunteers/executives. The executive will also communicate through Mesenger group chat.