



# REPORT

*From the office of the...*

## WGEN Director

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TO: Members of the Executive Board  
FROM: Anne Peiris  
SUBJECT: WGEN Report 2  
DATE: August 14<sup>th</sup>, 2024

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### **Yearplan Update**

Our projects for July included completing our first round of volunteer hiring and counting our inventory, particularly for our gender-affirming gear. Both of those tasks have been completed, so we are ready to start planning for our space opening. We hope to open the space by September 9<sup>th</sup>, so we would like to train our volunteers and restock our inventory by then.

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

#### *General Service Usage*

Our space is not yet open.

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

We reviewed volunteer applications and conducted interviews with the help of our Volunteer Coordinators and Training & Development Coordinators. We have hired 17 Safe(r) Space volunteers and 3 Events and Advocacy Volunteers.

#### *Projects & Events: Volunteer Training (Upcoming)*

We started planning our volunteer training, which will be taking place in person on August 31<sup>st</sup>. We are currently working with our Logistics Coordinators to book a space, and we are working with our Volunteer Coordinators and Training & Development Coordinators to update our training slides. We will emphasize scenario-based training as a group to best prepare our volunteers for situations they may encounter in the space.

#### *Projects & Events: Open House (Upcoming)*

One of our execs suggested that we run an open house in the WGEN space while we are tabling at CluBsfest. We think this is an excellent way to increase service visibility both for space users and for prospective volunteers since our second round of hiring will be open at that time.

## Outreach & Promotions

### *Summary*

We have reached out to MSU and McMaster-affiliated accounts to repost our hiring materials to increase our engagement. We also toured the Underground to better understand how to create new promotional material. We will be reaching out to them soon to print new posters for our door and to create promotional materials for our open house.

### *Promotional Materials*

We have not posted new promotional materials since the last EB report.

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



Our insights on Instagram over the last 30 days.

## Finances

### *Budget Summary*

We have not spent any money yet but are preparing to make several purchases in the following weeks. We will be buying food for our volunteer training, restocking some of our gender-affirming gear, and making a few purchases for space improvements. We will also be in contact with the Underground to print a few relevant posters for our door to replace the outdated ones.

The biggest struggle with budgeting making sure we have enough money to keep our gender-affirming gear and menstrual products in stock. As per the suggestion

of the VP Admin, we will be brainstorming ways to fundraise throughout the year to supplement our budget.

<b>ACCOUNT CODE</b>	<b>ITEM</b>	<b>BUDGET / COST</b>
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
<b>TOTALS</b>		
<b>TOTAL BUDGETED DISCRETIONARY SPENDING</b>		7250.00
<b>TOTAL ACTUAL DISCRETIONARY SPENDING</b>		0.00
<b>REMAINING DISCRETIONARY SPENDING</b>		7250.00

### **Executives & Volunteers**

Our executives have been great at getting their respective tasks done and maintaining communication with the team. They also seem eager to get started on bigger projects, and they have been learning their role responsibilities well.

We have only recently hired our volunteers, but we are confident about the people we have chosen. We hope that the dedication and care they demonstrated through their application process carries through to their presence in the WGEN space.

### **Successes**

We are super excited about our team! We are looking forward to volunteer training, as all our execs and volunteers are eager and passionate about contributing to our safe(r) space.

### **Current Challenges**

We might have trouble having all of our volunteers and execs coming to training. We will either work out an asynchronous training option or, if they would rather come to training in-person, we might have them wait until our round 2 training. In the worst-case scenario, we will have reduced hours until round 2 hiring and training is complete.