



REPORT

From the office of the...

WGEN Director

TO: Members of the Executive Board
FROM: Anne Peiris
SUBJECT: WGEN Report 4
DATE: November 7, 2024

Yearplan Update

We have finished hiring and training our second round of volunteers, so our team is officially complete. Our operating hours will now be an hour longer, from 11:25 am–5:25 pm. We also had our fall volunteer social, and our execs and both rounds of volunteers got to meet each other. We are also wrapping up with planning (Trans)forming Mac, and we will hopefully start promoting our events soon.

Events, Projects, & Activities

General Service Usage

Our space continues to be well used. The space generally has more users in it than I have noticed in previous years, with some shifts having up to 10 people come in. Our existing community care group, Well-being Circle, is quite popular. We also started another community care group, Community Art Night, which did fairly well on its first night considering that we don't have permanent promotional materials up for it yet. During our operating hours and during our community care groups, people usually end up having to sit on the floor.

Projects & Events: YWCA Event (Complete)

Our event with the YWCA was held on October 24th. Although fewer people attended than signed up, several meaningful conversations were had. Additionally, the YWCA brought non-perishable snacks for our space as well as craft supplies such as yarn, crochet hooks, and bracelet making kits, that we can keep in the space for our users.

Projects & Events: Volunteer Training (Complete)

We held our training for our second round of volunteers on October 26th. We saw a good amount of engagement given the time of the year, and we are excited for our new volunteers to start in volunteering in the space. We also now have a slightly larger events team, which will hopefully make planning future campaign weeks easier for our community events and planning execs.

Projects & Events: Volunteer Social (Complete)

We had our volunteer social on October 28th. It was nice to see our execs and many of our volunteers get to meet each other and build community outside of their responsibilities in their roles. We hope this encourages better communication among our team and that it helps everyone feel more supported by limiting the disconnect between different parts of our team.

Projects & Events: Collective Care (Ongoing)

Now that we have caught up on all the past orders, Collective Care is much easier to manage. We will begin working on the update report for Okanagan soon.

Projects & Events: (Trans)forming Mac (Upcoming)

We are wrapping up with our (Trans)forming Mac planning. We are finalizing a few of the rooms and smaller details, but we should be able to promote our events for at least a full week.

Outreach & Promotions

Summary

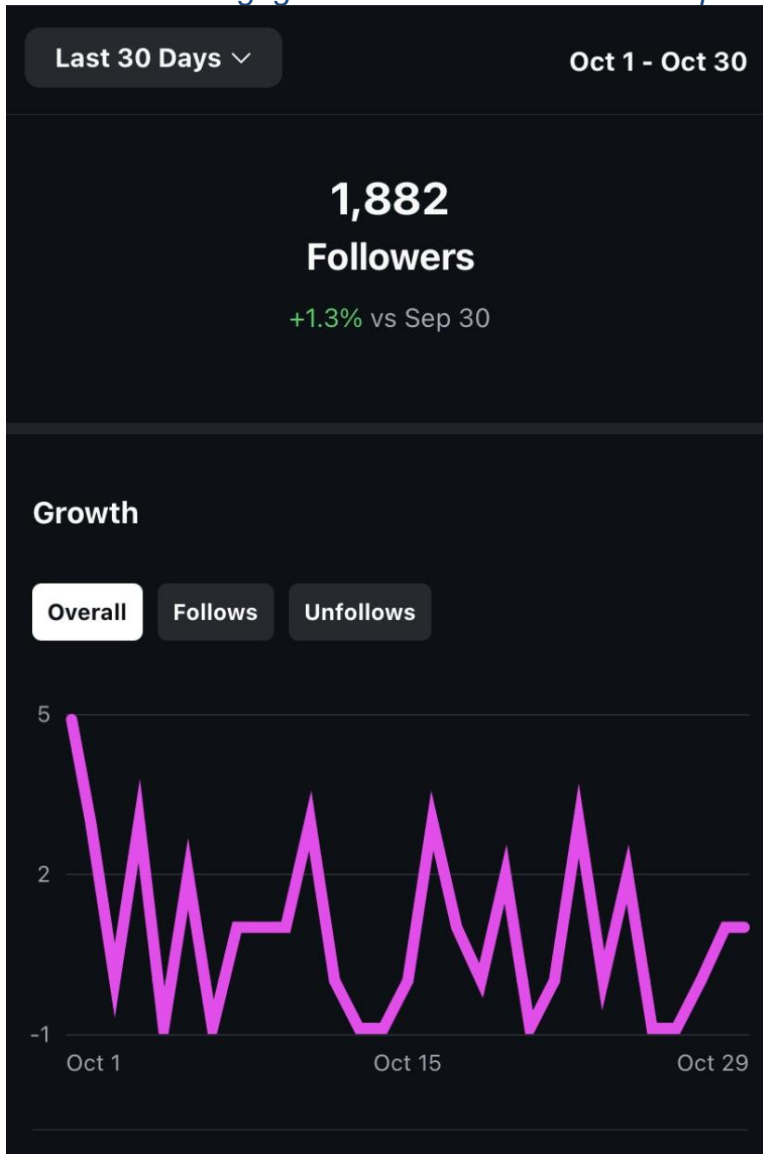
We had promotional materials created for our event with the YWCA. We also had an Instagram graphic made for our new community care group.

Promotional Materials



This is the promotional material we used for our YWCA event.

Social Media Engagement since the Previous Report



Our followers over the past month.

Finances

Budget Summary

The bulk of the money we spent since the last report is on fulfilling Collective Care requests. That money comes from the funding we received from Okanagan. Besides that, we started buying things for (Trans)forming Mac, and we will continue to make purchases for that over the coming weeks. We also spent money on food for our training and social.

ACCOUNT CODE	ITEM	BUDGET / COST
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6102-0308	My Body is Distant (book)	\$26.20
Annual Campaigns	TOTAL SPENT IN LINE	\$26.20
	REMAINING IN LINE	\$2973.80
	CC: Venus Envy Gift Card	\$100.00
	CC: Walmart Gift Card	\$350.00
	CC: Gendergear Gift Card	\$100.00
	CC: Amazon	\$25.00
	CC: Bonjibon	\$75.00
	CC: Gender Gear	\$250.00
	CC: President's Choice	\$25.00
	CC: Transthetics	\$100.00
	CC: Walmart	\$275.00
6103-0308	CC: Winners	\$125.00
Special Projects	TOTAL SPENT IN LINE	\$2,194.99
	REMAINING IN LINE	\$1,305.01
	Social snacks and juice	\$21.67
6496-0308	Social pizza	\$74.57
Volunteer Recognition	TOTAL SPENT IN LINE	\$96.24
	REMAINING IN LINE	\$303.76
6501-0308	Transforming Mac Promo	\$300.00
Adv. & Promotions	TOTAL SPENT IN LINE	\$745.79
	REMAINING IN LINE	\$1,254.21
6804-0308	Lava Pizza (Party Slabs)	\$77.84
	Juice Boxes	\$15.96
Training Expense	TOTAL SPENT IN LINE	\$211.90
	REMAINING IN LINE	\$288.10
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$9,750.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$3,487.10
REMAINING DISCRETIONARY SPENDING		\$6,262.90

Executives & Volunteers

Our execs remain engaged and take the initiative to work on our goals and projects. Our volunteer coordinators and training and development coordinators worked especially hard recently to organize training and our social. Also, our community events and planning executives and our logistics coordinators are working to finalize everything for (Trans)forming Mac, which is coming up soon.

Our volunteers are generally present in the space and are usually reliable in terms of asking for shift covers if needed.

Successes

Our social was very fun, and more people came than we expected. The volunteers and execs were super engaged with each other. I hope that this year, everyone in WGEN feels more connected to each other.

Current Challenges

There have been a few issues surrounding volunteers not showing up to shifts without prior notice. To address this, we have decided that if the same volunteer does not show up once or twice, our volunteer coordinators will reach out to them to see if they need to be rescheduled. If they do not show up without notice three or more times, they will have to have a meeting with myself and our assistant director to see if we can come up with a solution.