



REPORT

From the office of the...

MSU Horizons Coordinator

TO: Members of the Executive Board
FROM: Raymond Khanano
SUBJECT: MSU Horizons Report 1
DATE: Feb. 10/2016

UPDATE

Dear members of the Executive Board, it brings me great pleasure to inform you that I have officially started in my role as the Horizons coordinator. After being hired in November, it feels great to finally begin this journey. As far as updates go there is not too much to report on at this point in time. My applications for the planning team closed on February 7, and I am currently in the process of reading over the files. Hiring the planning team will comprise the majority of my work between now and the end the month. I also plan to contact Housing and Conference services to book Les Prince for the weekend of the conference.

SERVICE USAGE

No usage to report at this time.

PAST EVENTS, PROJECTS & ACTIVITIES

No past work to report at this time, as I have just started in the role.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

February 7 marks the closing of applications to be part of the planning team. I will be reading applications this week, and letting applicants know the status of their application by the end of the week. Interviews have been scheduled for February 26, 27, and 28. As applicants respond, should these times not work, I am well prepared to make accomodations for alternative interview times. The hiring board I have contacted consists of Jonathan Davis, the current CLAY Coordinator, and Hayley Regis, the current WGEN Coordinator.

BUDGET

No budget updates to report at this time. I am currently working on the proposed budget to be approved, which is due at the end of the February. I will not be submitting any capital expense forms, also due at the end of February.

VOLUNTEERS

No updates on volunteers to report at this time.

CURRENT CHALLENGES

Current challenges I am experiencing regard what I anticipate for the rest of the term. Second semester is inherently a much busier term, as students typically transition into new roles while still carrying commitments from the current year. It will be a busy time, and as a team we will have to work together to find times that work best for us to meet, and begin our initial preparation for the conference.

SUCSESSES

The only source of success I can identify right now is the fact that I was hired so early. Comparing when I was hired last year to be on the planning team with Michael Coulson as the coordinator and this year, I am at least one month ahead of schedule. It has been a great feeling knowing that I did not have to rush into the role, and that a lot of the small tasks like network access, keys, MUSC privileges, etc. could be done over the span of a few months instead of a few weeks. I would recommend hiring the Horizons coordinator early in future years as well.

OTHER

Here's hoping for a fantastic term!

Cheers.