Called to Order 12:34pm
Present
D’Angela, D’Souza, Guarna, Hsu, Ibe, Nadarajah, Nestico-Semianiw, Osazuwa, Stegmaier
Late
Absent
Others Present
V. Scott (Recording Secretary), J. McGowan (General Manager), Michael Wooder (SLDC), Hayley Regis (WGEN Coordinator), Nishan Zewge-Abubaker (Diversity Services Director), Justin Monaco-Barnes (MSU President-Elect), David Chang (Mac Bread Bin Director), Mike Gill (Spark Coordinator)

1. Adopt Agenda

Moved by D’Angela, seconded by D’Souza to adopt the agenda, as presented.

Amendments
- Guarna – add Approval of Spark Job Descriptions as Item #9
- Stegmaier – add Discussion for Services Commissioner Position

Moved by D’Angela, seconded by D’Souza to adopt the agenda, as amended.

Passes Unanimously

2. Adopt Minutes

Moved by Hsu, seconded by Nadarajah to adopt the minutes from Executive Board meeting 15-25 – February 24, 2016 as presented.

Passes Unanimously


- Zewge-Abubaker summarized the report.

Questions
- Ibe asked how Diversity Week compared to last year. Zewge-Abubaker responded that they made it distinct from the previous year by having smaller workshops to focus on community building. She explained that they wanted to do events around visibility, and they had a spoken word performance in the atrium.
- Hsu asked for more information on the intro resource. Zewge-Abubaker responded that they are shifting to become a resource hub, and want to educate through trainings and being accessible online.
- Ibe felt that Diversity Week was successful but his concern was that other groups were doing work and education pieces that same week. He asked if they will be meeting to discuss with these groups on how to collaborate. Zewge-Abubaker responded that they mistakenly put an even over presidential pub night, so that will be something they will look into. She explained that they will be shifting to have fewer events and collaborate with more groups, but they won’t put pressure on group who may not have the financial resources.
- Osazuwa asked how the Anti Oppression training was being offered, and what do they get in turn. Zewge-Abubaker responded that they don’t give it to every group who asks, and they get a lot of requests. She
explained that they have discussed the possibility of having centralized dates for people to sign up and attend over the summer. Zewge-Abubaker added that they will also be offering to all MSU services.

- D’Angela asked if they would be charging for the training, as he felt that they shouldn’t be offering training to outside groups for free. Zewge-Abubaker stated that was a fair suggestion and it would have potential.

4. **MACgreen Report – report attached**

- Guarna reported that the Coordinator couldn’t make the meeting. Guarna went over the report with the Board.

**Questions**

- Ibe asked what the conference charging the ten dollars for. Guarna responded that it was to help pay for food and the cost of the room bookings.
- Hsu pointed out that she would like to make sure that the print cartridges are being properly addressed and continues for next year.
- Zewge-Abubaker asked if the idea of the a sustainability committee was moving forward. Guarna responded that they will be potentially making a committee through the Advocacy Street Team.
- Nadarajah asked for more comprehensive reports.

5. **Spark Report – Mike Gill presented**

- Gill summarized the report.

**Questions**

- Guarna stated that she heard from the TLs that they don’t feel the expectation for out of sessions commitments to students were valuable or that they would be in the best position to help the students. Guarna asked Gill if he had heard that and how he would address the concern with only a few months left. Gill responded that they know from research that regular contact was valuable. He explained that it was articulated in the job descriptions that it would be an expectation. Gill stated that he saw the ability not being able to commit and would meet with them one on one and hoped to revise expectations. Gill explained that moving forward it was something that the bar was set too high for, but he didn’t feel that it should be removed from the program. He felt that some students do benefit from regular contact.
- Nadarajah asked if it would be more effective for students to drop into another session if they had to miss their original one, due to mid-terms. Nadarajah also asked if there will be more collaboration between session groups. Gill stated that the drop-in was something that they could potentially look into. He stated they have been doing a lot of collaborations on activities with larger groups. He stated that he didn’t think programming has suffered with low numbers.
- Nadarajah asked if the applicant workshop was tailored to Spark students, Horizons, or everyone. She also asked of those who attended the workshop how many were part of a conference before. Gill responded that the workshop was meant for everyone to attend. Gill added that around 40% stated that they were first year students and the rest were other years. He stated that he could send the demographics their way.
- D’Angela asked how many students have registered for Spark this semester and how many of them were the same students coming out. Gill responded that there were 280 who registered for second term. With turnout he explained that five students would attend each group, but the numbers were in flux as they weren’t always the same students, only around one or two.
- Guarna asked about the length of sessions and turnout. She asked if they had considered shortening the sessions as the length may be a barrier. She asked how they make sure they have quality students over quantity students. Gill responded that it comes down to them to let the students know that it’s okay if they can only come for 20 minutes. He explained that he could considering cutting it down to one hour but the atmosphere is different than the conferences where with these sessions there is a lot of socializing happening.
Hsu asked what steps was Gill taking to make sure there was more turnout for their training. Gill responded that in the past they have tried to accommodate everyone and just cancel it if someone couldn’t attend. He explained that they will do their best to do Sunday evening trainings and go from there.

6. WGEN Report – Hayley Regis presented

Regis summarized the report.

Questions

Ibe asked what was the relationship between WGEN and the McMaster Womanists, and if it was sustainable. Regis responded that she thought they were brilliant and they are the group they have the least trouble dealing with. She explained that they are included in exec meetings and she would like to include them in the WGEN operating policy to formalize the process. Regis stated that they do great programming and they can use WGEN as an advisory board if needed.

Guarna asked if McMaster Womanists was a club. Ibe responded that they were not.

Guarna asked Regis to clarify the group and why the MSU was providing funding but not actually supervised by them. Regis responded that the group wasn’t a club, although they did apply and get rejected. She explained that they put the group under their wing. Regis stated that if the group had any events all revenue would go back to WGEN. She explained that expenses haven’t been high, and they have paid for the group’s printing costs and for paradise catering.

Guarna asked if Regis does their risk management and if they plan events outside of WGEN. Regis stated that she was the primary event contact to make sure nothing goes wrong but she added that this is something that they can discuss. Regis added that the group is fairly autonomous but falls under WGEN.

McGowan stated that he wanted to follow up with the discussion on how great of a job Regis has been doing transitioning relationships. He explained that it has been incredible to see relationships built on campus. Regis thanked McGowan and explained that she was bringing her successor to every meeting.

Guarna asked if the McMaster Womanists would be applying for club status. Regis stated that she didn’t know if they wanted to, but they could.

Osazuwa asked what WGEN will be doing in the meantime while waiting for their computer. Regis responded that she is hoping to get the situation solved soon.

Osazuwa asked when exec would be hired. Regis responded that it will be happening after International Women’s Week.

7. MAC Bread Bin Stats Presentation

The Board gave the Mac Bread Bin Coordinator 10 minutes to present.

Cheng went over the presentation with the Board.

Questions

D’Angela stated that the main purpose of creating the centre was to reduce the stigma associate with the service. He asked if Cheng felt that this has happened. Cheng responded that he does and it’s really great. He stated that students have stated that they like the space and it does reduce stigma.

Ibe asked how was the operating stigma and creating terms. Cheng responded that they saw stigma from both external and internal pressures. He explained that often it’s the case that external factors are more prevalent. Cheng stated that the whole point is to convey the idea of education and that food security is an issue. Cheng explained that the goal is to inform students of what is available to them on campus and surrounding area.

Recessed at 1:31pm
Called to Order at 10:36am on Friday, March 4, 2016
Present Guarna, Hsu, Nadarajah, Osazuwa, Stegmaier
Late Ibe, D’Angela
8. **Peer Support Line Job Descriptions**

Moved by Guarna, seconded by Stegmaier that the Executive Board approve the creation of the PSL Events Coordinator job description, and accept the changes to the PSL Peer Listener and Promotions Coordinator job descriptions, as circulated and attached, effective May 1, 2016.

- Guarna went over the memo with the Board. She explained that they decided that PSL needed more support for events as they currently operate silently because of the restraints put in place to remain confidential. She explained that this will give them more outreach.

**Ibe arrived at 10:38am**

- Stegmaier asked if the listener was expected to do one six hour shift per week or if it would be split up.
- Guarna responded that they are expected to do six hours per week and they can be split up however they like. Guarna added that the current Coordinator did present it as being on big shift but some may not be able to do a full six hour shift.

**D’Angela arrived at 10:41am**

- Ibe stated how they will get more commitment from the volunteers if they are increasing hours but reducing the amount of volunteers.
- Guarna responded that they wanted a model that was similar to EFRT so that the recruitment process was more intensive, and only aim to hire between 10-12 additional volunteers per year. She explained that they would like for the process to be more competitive, such as if they miss training they cannot be a volunteer. Guarna stated that bad peer support is worse than no peer support, and that was not something they wanted to risk.

*Vote on Motion*

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<th>Opposed: 1</th>
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**Motion Passes**

9. **Spark Job Descriptions**

Moved by Guarna, seconded by Hsu that the Executive Board approve the changes to the following Spark Executive Job Descriptions, effective May 1, 2016:

- Events Coordinator
- Promotions and Publications Coordinator
- Sessions Coordinator(s)
- Volunteer Coordinator

- Guarna asked Gill to go over the changes.
- Gill went over the memo with the changes with the Board.
- D’Angela asked if they will be hiring one or two promo people.
- Gill responded that they will only be hiring one person but with design experience.
- Ibe asked about the volunteer position and the expectations.
- Gill stated that he was confident in the changes, and there were changes that need to be made to the Operating Policy first before other changes can be input in the job descriptions. He’s hoping those will come forward in the summer.
Vote on Motion

Passes Unanimously

10. Closed Session

Moved by Guarna, seconded by Nadarajah that the Executive Board move into Closed Session, and invite Justin Monaco-Barnes to participate.

Passes Unanimously

11. Return to Open Session

Adjournment and Time of Next Meeting

Moved by Nadarajah, seconded by Stegmaier that the Executive Board meeting adjourn.

Passes Unanimously

Time of Next Meeting:

Wednesday, March 9, 2016
12:30pm
MSU Boardroom, MUSC 201

Adjourned at 11:30am

//vs