



REPORT

From the office of the...

MSU Maroons Coordinator

TO: Members of the Executive Board
FROM: Megan O'Brien
SUBJECT: MSU Maroons Report 1
DATE: Thursday, June 16th, 2016

UPDATE

Hello! I would like to start off by introducing myself to the Executive Board Members for this upcoming year. Congratulations on your new role and I am so excited to be working with you closely.

The MSU Maroons Service has been off to a great start thus far. Although technically my term did not begin until May, I have been very busy since the end of February with executive and team selection. Currently things are underway for planning Welcome Week 2016 and yearlong programming.

We have had a couple of team socials, which both have gone very well and the team seems eager for the upcoming year. I have had a couple of minor challenges and we have had many successes so far.

Overall, it is looking like a great summer and year ahead for the MSU Maroons! Below outlines specific updates related to the service and its operation.

SERVICE USAGE

Over the past couple of months, the service has been focused on hiring for the upcoming year, along with team bonding events.

The MSU Maroons Executive hiring took place during mid-March and consisted of resume applications, followed by interviews with an additional project for the specific role. This year, we have an executive team of seven, consisting of two athletics executives, two social executives, two public relations executives and one promotions executive. Below are the following executive members selected for the 2016-2017 academic year.

- Breanna Gilpin & Alexander Will (Athletics Executives)
- Sarah Giacobbo & Emmanuel Appiah (Social Executives)
- Alexandra Raper & Kristen Webster (PR Executives)
- Shara Chowdhury (Promotions Executive)

The MSU Maroons Representative Hiring Practices this year changed in order to maximize objectivity and equal opportunities amongst all students. Applicants this year were required to submit an eight-question application, which was read over blindly and given scores. Upon successful completion of the application, candidates were welcomed for an interview and went through five different group/individual interview stations, which were marked based off of a rubric previously generated. Once scores were tallied, candidates were divided into tiers of experience and the team selection consisted of individuals who were given the highest scores. This year's MSU Maroons team consists of 56 representatives, alongside the four Board of Directors who act as honorary Maroons.

Over the past summer month, I have transitioned into my role as MSU Maroons Coordinator and have been doing several tasks to ensure successful operation of the service both throughout Welcome Week and the year. I have been in contact with all Welcome Week Planners for facilities, residences, SOCs and Indigenous Studies to increase our collaboration during Welcome Week 2016. My goal is to offer support to these groups as well as increase the MSU Maroons presence to expose our service to more first years.

As for yearlong planning, I am currently finalizing my year plan and working to create programming alongside my executives. I am in the process of making connections with fellow incoming PTMs to ensure that the MSU Maroons service is visible and available for different services use.

Unfortunately, the MSU Maroons have been unable to host any events for students thus far due to it still being early in the term.

We have had a few opportunities for team bonding and events, which are outlined below under PAST EVENTS, PROJECTS & ACTIVITIES. All events were fairly well attended by representatives and a detailed report is included below.

PAST EVENTS, PROJECTS & ACTIVITIES

In the past couple of months, the MSU Maroons were able to participate in a few events ranging from team bonding socials to externally assisting other campus-wide events or service-orientated events. The table below outlines the events attended and the number of representatives who were able to come out.

Event	Description	Attendance of Representatives
MSU Maroons Meet and Greet	This year, the MSU Maroons Meet and Greet was held at 1280 with a brunch. This was the first event held and provided representatives with the opportunity to meet the new team for the upcoming year.	~45
May at Mac	In collaboration with student recruitment center, the MSU Maroons assisted at May at Mac. Maroons were placed at a variety of stations over campus.	~50
May at Mac (Potluck)	After May at Mac, the social executives planned a team potluck for representative bonding.	30
CLAY Send Off	The MSU CLAY Conference asked the MSU Maroons to assist with registration and send off this past month. Unfortunately due to representatives being away for the summer this event was not well attended.	4

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Over the next couple of months we are looking to continue building our team through several bonding events.

Currently, both social executives and myself are in the process of planning the MSU Maroons & Shinerama Retreat. The event is scheduled to happen on June 24th – June 26th at Byng Island Conservation Area. There are many different activities planned for the retreat including meals, team bonding games, swimming and campfires. We are hoping this will be a great event for representatives to bond and make connections within the team. There are 59 individuals who have confirmed they are attending.

In the upcoming months, we will also be planning other team bonding events including Blue Jays Game, and another dinner social.

Welcome Week is an impending large event that the MSU Maroons will be involved in. For preparation, I have been working with Welcome Week Planners and VP Admin to collaborate and organize events. In June/July, I will be sitting down with campus partners to discuss MSU Maroons involvement and sort out logistics. My executive team and myself are currently working on our Maroons-specific training in preparation for Welcome Week.

BUDGET

Below included in the table is the breakdown of the budget spent thus far.

Budget Line	Budget	Purchases Made	Percentage Spent
Office Supplies	\$160.00		0%
Telephone	\$120.00		100%
Photocopying	\$0.00		100%
Annual Campaigns	\$1500.00	Byng Island Conservation Area Down Payment MSU Maroons Retreat Revenue	7.3% +\$2890.00
Recognition Awards	\$500.00		0%
Adv. & Promo	\$1500.00	Pending Underground Standing Order (\$500)	33%
Special Projects	\$750.00		0%
Uniforms	\$7000.00	Maroons Suits (\$4292.00) Jerseys (\$2829.74)	-1.7% (over budget)
Member Training	\$1700.00		0%

Both suits and jerseys have been ordered. This year, with the assistance of Ryan MacDonald (VP Finance), we have been able to waive the fee for jerseys, which in previous years have cost around \$35. In order to compensate for some of the lost fees from the jerseys, we increased the representative suit cost to \$120 (in previous years it has been \$100). Recognizing the need for financial accessibility, Ryan was able to provide the MSU Maroons Team with a bursary for individuals who self-identified in needing financial support in covering the cost of the representative suit. This year, we had seven individuals choose to use the bursary. I am currently in the process of collecting suit fees from representatives.

Since we have not started planning our own events, very little of our total budget has been used. I am currently in the process of creating a standing order with Underground for our promotional needs throughout the year. Approximately, 1/3 of our promotions will be put on the standing order to begin and I will re-evaluate the need throughout the first couple of months.

The Annual Campaigns budget line has been used to plan for our upcoming retreat. The down payment for the campsite was made from this account line and the revenue from representatives attending the retreat was added. The representatives will cover the retreat costs and the line will be unaffected once planning/execution is finished.

VOLUNTEERS

As previously mentioned, the team was selected in early April for the upcoming year. From my perspective and fellow executives, the team dynamic seems to be positive, welcoming and supportive. There has been some rowdiness between the team members in terms of excitement to be apart of the team and by having external socials for additional team bonding. Nothing so far has been unmanageable and the team seems very receptive to the executives and myself.

We have been able to host two team social events, which were both very well received. The level of representative participation has been quite good, despite much of the team not being in Hamilton for the summer. (Please see PAST EVENTS, PROJECTS AND ACTIVITIES).

In terms of professional development, there have been minimal opportunities as of yet. I hope to begin brainstorming ideas in terms of how to effectively propose opportunities both throughout the summer and yearlong.

CURRENT CHALLENGES

Currently I have not encountered many challenges whether that is on the team or external to the team. Adjusting to my role has been challenging but with the support of the previous coordinator, VP Admin and VP Finance I believe I have been able to grasp all of the necessary components to this job.

One struggle that I have faced over this past month is trying to re-define the MSU Maroons for the upcoming year and trying to implement new ideas. This year, I believe will be filled with changes in hopes to perpetuate the services' success in previous years. At the next EB meeting, I will present some of the changes/ideas based off feedback received from my year plan submission.

Another struggle I have faced is connecting with my executive team. Unfortunately due to travel plans and busy schedules, we have not all had the opportunity to all meet in person. I am hoping to establish a better team morale in August when we have a mandatory executive retreat/training.

Finally, I have struggled to contact Athletics and Recreation, however I am planning to re-send emails and to try to get in contact with them through alternative means.

SUCSESSES

Our biggest success has been the team selection process this year. As mentioned before we adopted a new style of hiring and it worked out exceptionally well. There is a large amount of diversity in the team in regards to experience and knowledge. All of the new and returning representatives seem excited for the upcoming year and are eager to participate.

Another success is the amount of representative participation that we have had thus far.

OTHER

Not applicable.