



2015-2016 Executive Board Meeting

Topic: Executive Board Meeting 15-04

Date & Time: Tuesday, July 7, 2015
10:00 a.m.

Place: MSU Boardroom, MUSC 201

Items:

1)	Adopt Agenda	
2)	Adopt Minutes EB 15-03	
3)	CLAY Report	Ryan MacDonald
4)	EFRT Report	Sachin Doshi
5)	MAC Farmstand Report	Jonathan Patterson
6)	SCSN Report	Daymon Oliveros
7)	Shinerama/Terry Fox Report	Riley Armstrong
8)	WGEN Job Descriptions	Guarna
9)	Shinerama/Terry Fox Yearplan	Guarna
10)	Space Allocation Update	Guarna
11)	Committee of the Whole – Service Reports	Guarna
12)		
13)		

Objectives

1)	Adopt Agenda
2)	Adopt Minutes
3)	Report
4)	Report
5)	Report
6)	Report
7)	Report
8)	Approval
9)	Discussion
10)	Approval
11)	
12)	
13)	
14)	Provide Information & Answer Questions
15)	Unfinished/Other Business
16)	Time of Next Meeting and Motion to Adjourn

Motions

8. **Moved** by Guarna, **seconded** by ___ that the Executive Board approve the following job descriptions for WGEN:

- General Volunteer (new)
- Promotions Executive (new)
- Resources Coordinator (new)
- Social and Political Advocacy Executive
- Social Events and Planning Executive
- Volunteer Coordinator

9. **Moved** by Guarna, **seconded** by ____ that the Executive Board approve the Shinerama/Terry Fox Yearplan as circulated.

**Executive Board Meeting 15-04
Tuesday, July 7, 2015 @ 10:00am
MSU Boardroom, MUSC room 201**

Call to order @ 10:06 am

Present D'Angela, D'Souza, Guarna, Ibe, Jama, Khanano, Nestico-Semianiw, Stegmaier

Late

Absent Osazuwa

Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (SLDC), Jonathan Patterson (MAC Farmstand), Sachin Doshi (EFRT Director), Hayley Regis (WGEN Coordinator)

1. Adopt Agenda

Moved by Stegmaier, **seconded** by Jama that the Executive Board adopt the agenda, as presented.

Vote to Adopt

Passes Unanimously

2. Adopt Minutes

Moved by Khanano, **seconded** by D'Souza that the Executive Board adopt the minutes from Executive Board meeting 15-03 – June 23, 2015, as circulated.

Passes Unanimously

3. CLAY Report – report attached

- Guarna went over the report.

4. EFRT Report – Sachin Doshi Reported

- Doshi summarized the report.

Questions

- Wooder asked how the equipment was working out. Doshi responded that they are able to hold more courses with having the additional resources on hand, and it has made a huge difference.
- McGowan asked if there were any changes coming up because of the Pan Am games. Doshi responded that they have spoken to the University to see if they would be impacted and they responded that nothing will need to be changed as there will be multiple health and safety people around.

5. MAC Farmstand Report – Jonathan Patterson reported

- Patterson summarized the report.

Questions

- Jama asked why Hospitality Services not willing to provide items. Patterson responded that he hasn't gotten an answer yet from Chris, but Lee told him that he needed to find items elsewhere. He explained that he didn't want to push back until addressing it between them first.
- Khanano asked if the UA Committee has contacted him about food sustainability. Patterson responded that they have, and one of the key events will be a local food day.

6. SCSN Report – report attached

- Guarna went over the report.

7. Shinerama Report – report attached

- Guarna went over the report.

8. WGEN Job Descriptions

Moved by Guarna, **seconded** by D’Souza that the Executive Board approve the following job descriptions for WGEN:

- General Volunteer (new)
- Promotions Executive (new)
- Resources Coordinator (new)
- Social and Political Advocacy Executive
- Social Events and Planning Executive
- Volunteer Coordinator

- Regis went over the job descriptions for WGEN

Vote on Motion

Passes Unanimously

9. Shinerama/Terry Fox Yearplan

- Guarna suggested moving this to the next meeting so that the members could read over it.

10. Space Allocation Update

- Guarna went over the memo with the Board. She explained that the SWHAT Coordinator sent a list of what they needed for space and they felt that they have found a solution in MUSC 226, which was the old WGEN space.

11. Committee of the Whole – Service Reports

Moved by Stegmaier, **seconded** by Khanano that the Executive Board move into Committee of the Whole.

Passes Unanimously

Dan left at 11:00am

Spencer left at 11:00am

Moved by Khanano, **seconded** by D’Souza that the Executive Board move out of Committee of the Whole and to Rise and Report.

Passes Unanimously

Rise and Report

- Guarna reported that they talked about CLAY and about alternative locations, and would like to look into the costs of utilizing the other services for the conference. She added that they discussed evaluating the

layout of the conference and the health and well-being of the LDLs if moved off campus. Guarna stated that the Board asked if Ryan McDonald could come in and discuss the future direction of CLAY at another meeting. Guarna reported that they talked about EFRT and how the fall break would impact training and scheduling, and will be having a conversation with Doshi about how they could lessen the impact of this on tryouts. The Board also asked to see the breakdown of calls by type in future reports. Guarna reported that the Board felt that Farmstand was doing a good job. Guarna reported that SCSN's idea for expanding the CA's job descriptions to involve helping during outside elections was a good one. Guarna reported that the Board also discussed Shinerama and how else the MSU supports different charities throughout the year.

12. Information and Question Period

- Wooder reported that the MSU Charity Golf Tournament went well, and they had 92 players come out. He added that they have a rough estimate that they raised between \$4,500-5,000 for the Child Care Centre and Shinerama. He added that he is hoping to bring forward some logo changes to the next meeting.
- Ibe asked if the service reports could also include the success of the volunteers working for services.
- Guarna reported that she updated her VP Admin blog last night. She stated that her week was jam-packed due to hiring and mental health training. She added that she was in the middle of doing a report for the feedback of the SRA retreat. Guarna stated that she was concerned as six out of 15 respondents ranked the question of if they felt comfortable voicing their opinion as a '1', she added that the average was 3/5. She explained that she would like to do something to address this at the SRA.
- Khanano reported that Horizons is almost full.
- Ibe asked if there were sponsorships for Horizons. Khanano responded that there were, he wasn't sure of the number but a few who signed up used the sponsorship and payment plan options.
- D'Souza reported that Spark has been marking the applications for Team Leaders and this weekend will be more interviews.
- Guarna updated the Board on expanding the Team Leaders for the Spark program. She stated that the Coordinator felt that it wasn't in the best interest of the service right now, but they did discuss about having two alternate TLs if someone couldn't come to a session. Guarna added that if Spark can secure space on campus, they will be comfortable expanding their groups from 16 to 20, which will generate eight extra TLs.
- McGowan reported that they are now at the point where they are designing a secondary card for the HSR bus pass. He stated that the next hurdle will be distribution.
- Ibe asked if there was any promo for the Pan Am games through MSU or SCSN. Wooder responded that there wasn't any promo except for prize incentives.
- Ibe asked if they were selling tickets for the games and Compass. Wooder responded that they weren't.

13. Adjournment and Time of Next Meeting

Time of Next Meeting:

Tuesday, July 21, 2015
10:00 am
MSU Boardroom, MUSC 201

Moved by Stegmaier, **seconded** by Khanano that the meeting be adjourned.

Passes Unanimously

Meeting adjourned @ 11:22 am
/vs



REPORT

From the office of the...

CLAY Coordinator

TO: Members of the Executive Board
FROM: Ryan MacDonald
SUBJECT: Final Executive Board Report
DATE: Wednesday June 24th, 2015

UPDATE

On May 29th-31st 145 high school student delegates and 58 McMaster University student leaders enjoyed a remarkable weekend of learning, leading and discovery at Camp Muskoka Outdoor Education Leadership Centre. Having many members of this board attending CLAY this year as staff including Spencer, Lindsay and Raymond as well as the wonderful Ms. Sarah Jama who co-led an INCREDIBLE anti-oppression training for our staff team, I want to thank the members of the Executive Board for contributing all that they did in a variety of different capacities to make CLAY the incredible success that it was this year.

SERVICE USAGE

Recruitment

- Highest number of delegate registrations in the history of the conference (as far as I can tell) with 152
- Strategy focused on visiting schools and talking to someone - worked very effectively with final month push
- Had to turn away 24 delegates past deadline
- Matching opportunities worked very well
 - Highlights include 10 for 10 students matching at Sir John A McDonald and 4 for 4 students at St. Mary's
- Final demographics will be included in transition report and provided to services committee, but approximately 60% Hamilton area students, highest number ever!
- 74 of 152 students registered paid their own way to attend CLAY 2015 (or was not officially sponsored through a school or through our funds)
- Only 6 returning delegates compared to 14 in 2014 and 35 in 2013

Events

- New theme night activity was a hit with delegates and staff!
- Moving CLAY Coffeehouse to second night was positively impactful on delegate experience
- Brandon Fly, first speaker was well received
- Andy Thibodeau, second speaker was well received by delegates but concerns were made that he spoke very heteronormatively as well as addressed standards of being a 'good student' that might not have been appropriate with respect to academics.

- Staff suggested that although CLAY Connector (similar to MAC Connector) might be a great tradition to have while the conference is at McMaster, it didn't seem valuable when you could be doing so many other cool things while up at a camp.

Sessions

- New mental health session was well received, potentially too early on in the conference to be very impactful, considering changing to later on will be a recommendation made in the transition report.
- Staff felt that sessions were well adapted to the Muskoka setting considering this is the first year, utilizing resources there (or an alternative site) could be valuable.

Sponsorship & Fundraising

- Total ended up being right around \$7,500
- Future opportunities - Todd White, school board, Optimist Club, Rotary Club.
- Huge thanks to 1280 for the hot dogs - raised nearly \$1000 from that alone!

Logistics

- We ran approximately 20 minutes late arriving to Muskoka because of issues with traffic and waiting for delegates to arrive.
- Recommendation for next year would be to investigate how we can more effectively do delegate arrival with limited staff - too few this year.
- After the first day with our delay, things ran like clockwork!
- Would suggest using STOCK Transportation in the future, although their admin staff weren't very fast at replying to emails, they were VERY inexpensive and were fairly accommodating.

PAST EVENTS, PROJECTS & ACTIVITIES

We ran a conference! Yay!

UPCOMING EVENTS, PROJECTS & ACTIVITIES

None! CLAY is officially done for the year :)

I will use this space to include some recommendations that I will be making in my transition report.

1) Removal of the Staff Fee.

Although being only \$10, it was made on the suggestion of last years VP Finance to include a staff fee to allow students to feel like they are 'contributing or paying for their own development' and to keep them incentivized to not drop out. Students already pay for this service, they should not be charged twice.

2) Move the Date of the Conference back by one week!

Schools REALLY appreciated it not being on the long weekend as many were hesitant to spend money for an event that students might not even show up to (realistic concern). Further in Muskoka, the end of May is BUG SEASON. This was a major concern for us and ended up forcing us to purchase bug spray while up there.

3) Be ultra-explicit with the delegate packing list!

Although I did say that towels will not be provided, many people did not realize this meant you had to bring your own if you wanted to shower. This forced us to purchase 10 towels during the weekend, a cost we didn't expect to incur.

4) Further engage the service as a community engagement opportunity

Because I spent most of my time focusing on the transition of the service to an off site facility, i didn't get to spend as much time as I wanted to working on the PR and community engagement aspect of the service. I think there is a lot of un-tapped potential to engage with community partners about the importance of contributing to this organization.

5) Budget Review

I think this service is really valuable in it's new format where we offer opportunities to those who otherwise wouldn't get the chance and pay for them. This to me shows that we are saying to the community that McMaster students care! However, with 16 thousand, we were able to pay for nearly 50 delegates or 1/3 of the conference. I think depending upon the priorities of the board, this could be reduced.

6) Location - shop around and bargain!

This is something I think I did very well. I really can't get over how good of a deal Muskoka gave us for those three days. Moving forward I think it would be valuable to look into Camp Trillium on Rainbow Lake (45 mins from Mac) as a potential option, but its important to reflect on cost - always push for extras.

BUDGET

As I am still waiting on a final budget statement for the conference, all of these totals are projections. I believe our totals will be lower than this with respect to expenses where we didn't pay our total for Sessions, Administration or Special Projects. I expect us to be when all is said and done approximately \$200 under budget. As previously stated if we didn't have some un-anticipated expenses during the weekend we would probably be closer to \$300 or \$400 under budget.

In my transition report to next year's coordinator I will include the final budget statement for the year and some important notes. As of now, there are no outstanding invoices to be paid.

CLAY REVENUE			
ITEM	QUANTITY	PRICE	TOTAL
Delegate Fees (Including Tax)	99	\$146.02	\$14455.75
MSU Budget	1	\$16,000.00	\$16000.00
Staff Fees	48	\$10.00	\$480.00
Reduced Delegate Pricing	1	\$500.00	\$500.00
Sponsors	1	\$7,600.00	\$7600.00
TOTAL REVENUE			\$39,035.75
CLAY EXPENSES			
ITEM	QUANTITY	PRICE	TOTAL
Camp Fee	189	\$140.00	\$26,460.00
Bussing	1	\$4,058.90	\$4,058.90
Printing	1	\$1,350.00	\$1,350.00
Lanyards	199	\$3.30	\$656.70
Events	1	\$1,890.00	\$1,890.00
Conference Gift	210	\$1.40	\$294.00
Training	1	\$400.00	\$400.00
Sessions	1	\$400.00	\$400.00
LDL Expenses	1	\$1,000.00	\$1,000.00
Promotions	1	\$400.00	\$400.00
Food	163	\$5.00	\$700.00
Administration	1	\$400.00	\$400.00
Special Projects	1	\$1,000.00	\$1,000.00
TOTAL EXPENSES			\$39,009.60

CURRENT CHALLENGES

The biggest challenge with CLAY is legitimacy. Many people do not understand why the service exists and why we contribute so much to it. I think this year was a step in the right direction and helped to define why this is important. I would love to hear comments from the members of EB who attended this conference to attest to this understanding.

SUCCESSSES

Delegate Survey (Select Results)

Question	Number of Responses	Response
Please rate your experience at CLAY 2015 (1 being the worst experience, 10 being the best experience of your entire life)	45	Mean Response: 9.5
Based on your experience at CLAY 2015, would you be interested in attending CLAY 2016?	36	Yes
	9	Maybe
	0	No
Do you think having CLAY at Camp Muskoka was beneficial to your overall experience?	39	Yes
	5	Maybe
	1	No

Positive Comments on Camp Muskoka as a Host

"I thought that Camp Muskoka was a great way to get people to forget about their city life and really connect with one another, not based on technology or social media. Sharing a cabin with other delegates, as well as sitting together during eating times, created a sense of family among us. "

"I think Camp Muskoka is an amazing location to host CLAY. It allows us all to be free in the outdoors and leave our worries behind, as well as the city. We are far away and in our own little world and I absolutely love it! We get away from the loud annoyance of the city and go to the peaceful woods where we can all build and grow as leaders and I think it's wonderful!"

"I liked that it was somewhere different where most people haven't been before. (Food was also great)"

"It was a beautiful setting, and the seclusion from urban society really helped loosed people's tensions. I loved how it was only us there, how there was no risk of interruptions. The "sleeping in a cabin" experience really, REALLY helped with bonding with the other delegates, along with eating in the mess hall and just the whole camp-y vibe"

General Delegate Comments on CLAY 2015

"CLAY taught me valuable lessons and built upon my morals and values, and truly led me to believe that there are amazing people out there. In a matter of days I was able to develop a deep connection with my session group and we grew so attached, like a family. CLAY's positivity and no-judgment policies literally make it the best place to be for being who you truly are and expressing your ideas or secrets without worrying about negligence from others. Some activites brought out the inner child in me, and I really appreciate that. The staff and LD's were some of the best people I have ever met in my entire life, and I will

always cherish the memories I made here. Thank you so much to everyone who made CLAY possible and gave me one of the best weekends ever!"

"My experience at CLAY was life changing. It taught me that it is good to try to get out of your comfort zone. This will open a bunch of new opportunities for me. This experience will stay with me through my while life time and i hope to return next year! "

"The conference helped me talk to people and step out of my comfort zone. I feel it helps people become more confident with their social skills. The experience was also greatly improved by how kind the mcmaster students were."

"My experience was positive. I was really stressed about school and things coming up so it was a nice break. I also learned valuable lessons. Its a great way to meet new people and bond with them - especially since they aren't judging you based on the established identity you might have at your school. its important because of those aspects and also because of the many messages and lessons learned. THANKS SO MUCH FOR THE EXPERIENCE!!"

"My experience at CLAY was truly unforgettable and I think it's important because CLAY allowed me to become very close and intimate with people I hadn't even known 3 days ago. It provided a safe environment for me to share all my ideas and even some of my secrets, and I'm definitely coming back next year :)"

Staff Survey (Select Results)

<i>Question</i>	<i>Number of Responses</i>	<i>Response</i>
Please rate your experience at CLAY 2015 (1 being the worst experience, 10 being one of the best experience of your entire life)	14	Mean Response: 9.4
Do you think having CLAY at Camp Muskoka was beneficial to your overall experience?	11	Yes
	2	Unsure
	1	No
Do you think CLAY should continue to pursue an off campus location	14	Yes
	0	Unsure
	0	No

General Comments on CLAY This Year From Staff

"While the last CLAY I participated in was amazing, this conference exceeded my expectations. The support from the planning and staff team was incredible; I felt welcomed and included all weekend. Seeing the passion the staff team had for the delegates was inspiring, and having the conference in Muskoka really added to the weekend!"

"I really liked the change of location, and think it should continue for CLAY 2016. I thought last year's sessions were really insightful and fun, but this year had the Mental Health Session (which my group liked!) and also the theme night had more options for delegates to try (and thus was more inclusive.)"

"The theme night was very well organized! Having different activities that weren't just labeled as alternate was great for delegates who weren't into dancing! Seeing delegates paint (who did paint or who rarely did) was one of my favourite moments of the day. I think having the variety activities where delegates could relax, play games, be active, or make something they could be proud of was awesome."

“SO FUN DJ Staples is bae! One of the most successful implementations of alternative programming I have seen - students definitely had a lot of fun this night, regardless of whether they were dancing, taking photos, or participating in alternative programming. Definitely helped that you could just walk between the dance and the games outside - students didn't feel like they had to choose just one. Loved that students didn't have to wear semi-formal gear to have fun - wearing the shirts definitely helped to 'level out' students.”

Please use the space below to comment why you believe CLAY is important (or not important) as a service

I don't believe that the MSU can consciously exist as a stakeholder in this community without providing services which community members can take part in. CLAY provides invaluable development opportunities for community members. The leaders leaving this conference may not end up going to Mac, but they will still impact the greater community that Mac is a part of. I believe that CLAY is one of the most important services that the MSU offers - as an organization with a responsibility not only to McMaster students but to the leaders of tomorrow.

CLAY offers a really cool and unique leadership opportunity to high school students. Somehow, university students become extremely invested in trying to share their leadership skills and life experience with young people who are going through a completely different chapter in their lives. It is a beautiful thing to witness, and an inspiring way for McMaster students to take the insane privilege of attending university and give something back to the community.

CLAY is incredibly important because it not only allows delegates the opportunity to meet such a diverse group of other students, but it also gives them a supportive and encouraging environment that hopefully they can bring back to their schools and local communities. CLAY also develops the facilitation skills of the LDs, and allows them to personally grow throughout the weekend, where they are able to form strong connections with their delegates.

Generally, CLAY has a bigger impact than I originally thought. CLAY goes into the community and takes a hundred or so youth and inspire them, teach them and empower to be the leaders anyone could be. To me, as a MSU service, it is important for this reason- McMaster, especially the MSU, seems to uphold the idea of community, and how I see it CLAY directly impacts our Hamilton community and surrounding community by Creating Leadership Amongst Youth. Not to mention many of those leaders soon grow to become amazing Marauders that in turn positively impact our immediate community.

It is such an amazing personal developmental experience for everyone involved. There is an immeasurable amount of growth and learning to be had from this service. Amazingly proud for McMaster to hold this unique service that contributes so much to the lives of students and youth. This experience, CLAY, has made me fall in love with my school - McMaster.

Clay is a positive space not only for delegates but also LD's. It provides a great opportunity for delegates to feel like they belong and are accepted. It gives them an opportunity to expand their comfort zone and meet a diverse group of people. CLAY also does this for LD's while it also doubles as a great opportunity for McMaster students to develop their own leadership skills. It also allows them to see how they empower and make a beneficial impact on others which they had possibly never realized. I know for myself going into the conference I never really felt that I could make a difference to someone. It's pretty empowering knowing that you have made a positive impact on someone's life. Noticing that I can make a difference on someone's life to the extent that I was told I did during CLAY has caused me to reflect on the importance of relationship and support systems as a whole.

CLAY directly offers a large amount of university students the opportunity to develop their own leadership skills. More importantly though, CLAY is a symbol of what McMaster students represent. CLAY is about using the tools that students at McMaster have to give back to the community in a very powerful way. It

offers the opportunity for youth, especially those who may doubt themselves and their abilities and those in disadvantaged environments to become empowered and learn that they matter.

Conclusion

I just want to thank members of both this years and last years Executive Board, Dan and Ehima sitting on both at the time of this decision for allowing me the opportunity to pursue this change and turn a dream I had to reimagine what this service can do into reality. This has been one of the most rewarding experiences I've ever had and I cannot thank you enough.

Signing out,

Ryan MacDonald
CLAY 2015 Conference Coordinator



REPORT

From the office of the...

Emergency First Response Team

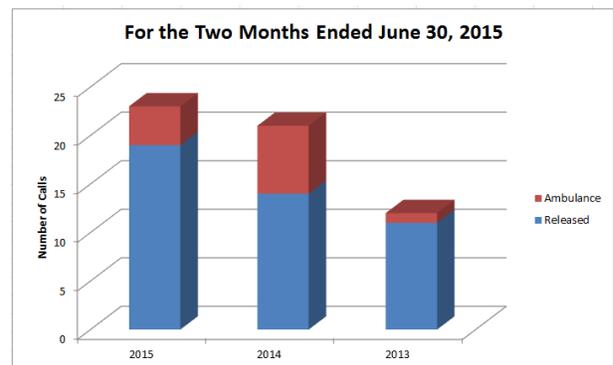
TO: Members of the Executive Board
FROM: Sachin Doshi
SUBJECT: Emergency First Response Team - Report 1
DATE: Tuesday, July 7th, 2015

UPDATE

The EFRT has been using the summer months to implement new improvements to the service and to prepare for the upcoming year. Current projects include a rebranding, update of our medical protocols, and applying to make McMaster an internationally credited HeartSafe Campus. Year over year service usage and first aid course revenue have both increased. Most first aid courses this summer have been expanded due to high interest and will help the EFRT achieve the budgeted \$8000 increase in course revenue.

SERVICE USAGE

Activation of the EFRT, an accurate measure of service usage, has increased compared to previous years. Analysis of these calls indicates that while call count has increased, the number of overall ambulance calls has decreased. Since medical emergencies are sporadic, this data could be coincidental but also suggests that there is a lower threshold to activate the EFRT. This is a positive result and can be attributed to the increased online presence and campus awareness of the EFRT. An additional factor that potentially contributed to the decreased number of ambulances required is the overall experience of summer responders. The core responders for Summer 2015, on average, have more experience than previous years, and are likely more comfortable releasing patients without activating Hamilton EMS. Service usage data attests to the efficacy of our Public Relations efforts and will be used as a source of encouragement to expand this area.



PAST EVENTS, PROJECTS & ACTIVITIES

The EFRT has participated in various events over the past two months. Examples include May at Mac, Community Trails Day, Let's Talk Science, convocation, and more. In terms of first aid courses, additional teaching resources are being developed and will be made available to instructors in order to improve courses offered to the public. With the assistance of the Communications Officer, a video advertisement is currently being produced and will be released to expand course interest. An additional public relations

initiative currently underway is a rebranding with the help of the Student Life Development Coordinator. This will make the EFRT image more inline with that of the MSU. Internally, the EFRT has reorganized the office to make more space for practicing responding skills and to increase privacy while writing call reports. In addition, the medical protocols which we follow when responding have been completely reviewed and updated by the Executive Members, and will be sent to our Medical Director for approval.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Future initiatives include reviewing and revising the recruitment process. Currently, this demands significant dedication from volunteer responders and is an intensive process. The development of new promotional material and the creation of a more thorough Mental Health First Aid protocol will also be developed.

BUDGET

EFRT Select Budget Accounts For the Two Months Ended June 30, 2015				
Budget Line	Current Budget	Percentage Spent	2014 Budget	Percentage Spent
COURSE REV	\$ (55,000.00)	11.1%	\$ (47,000.00)	11.19%
REPAIRS & MTCE.	\$ 400.00	32%	\$ 400.00	0.00%
PUBLIC EDUCATION	\$ 16,000.00	30%	\$ 12,000.00	39.85%
WAGES	\$ 38,000.00	12%	\$ 38,725.00	3.49%

The budget for the summer months is primarily focused on first aid courses and supplies. Year over year analysis is not entire representative of performance during the summer months as the timeline for large purchases is variable. All comparable budget lines are listed above and are representitave of previous years’ performance. Wage expense this year are higer due to event responding wages, which have been included in the wages budget line.

CURRENT CHALLENGES

Revision of the orientation process will be difficult as there are many factors to consider. There may be resistance from responders, who play a significant role in this process. The EFRT recruitment process is a very fast moving process and a significant focus will need to be placed on logistics and planning.

SUCSESSES

The EFRT has been very successful in maintaining the quality of Emergency Medical Care provided to the McMaster campus. In addition, first aid courses have shown significant improvement, on track to meet a 17% budgeted increase in course revenues this year.



REPORT

From the office of the...

Mac Farmstand Director

TO: Members of the Executive Board
FROM: Jonathon Patterson
SUBJECT: MSU Mac Farmstand Report #1
DATE: Tuesday July 7, 2015

UPDATE

This is the fifth year of Farmstand and we are on track for a very successful year of supporting McMaster students and community members in eating more locally and sustainably. The Farmstand launched with a grand opening on June 3rd to an amazing reception; over 100 students and community members came out to ask questions, take part in the event, and purchase local food.

Our focus this year is advocacy; finding ways to raise awareness of the importance of local food and sustainable eating at McMaster by promoting the environmental, economic, and health benefits. Customers regularly approach the stand with questions about the source of their produce, why local food should be important to them, and the farming practices that go into getting food to their plates. We have created an amazing team of local food advocates that have truly embraced the mission of the service, their passion in leading these conversations is key to everything we do. In addition to weekly market days, multiple promotion campaigns, and community outreach, this year will also feature a first year specific campaign, a local food festival and a nutrition roundtable event.

Students can now purchase local food using debit, credit, and in September we will also take meal card. Making the service more accessible has been a remarkable success with about 30 percent of all purchases now being made electronically. This is part of a larger reorganization that now puts us fully under the direction of the MSU and gives us more control over the future of the service going forward.

SERVICE USAGE

Using register sales as a metric, weekly sales are up over a quarter from last year; the total amount purchased in each transaction is also higher. This shift in purchasing patterns is important because it indicates that customers are beginning to utilize Farmstand for planning ahead to cook at home instead of just purchasing a snack for the moment. An

average week of sales at this time last year was around \$450.00; this year we are averaging \$600.00 per week. I attribute this growth to accepting electronic payments, our increased focus on advocacy, and successful online and offline promotions.

PAST EVENTS, PROJECTS & ACTIVITIES

We opened on June 3rd to overwhelming support. The event included local food, live music, face painting, and a “why love local” photobooth.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Farmstand continues to be open every Wednesday and Thursday from 11:00 am to 4:00 pm. Beginning on June 24th we also began a weekly “local music lunch” event that brings local musicians to Farmstand to showcase their talent. We are planning a staff appreciation day for July 15th to raise awareness among University staff and appreciate their support. We continue to actively promote the service through social media, campus screens, posters, and word of mouth.

BUDGET

Due to challenges noted below, our operations costs may be higher than anticipated but not likely to exceed our total budget. We will be requesting additional funding through Special Projects and USIF for the Local Food Festival and Nutrition Roundtable Events.

CURRENT CHALLENGES

We are meeting some resistance from hospitality services in use of tablecloths and securing a cart to replace a broken one. The cost of both of these items has the potential to be high so we are currently sourcing alternatives. As for stand operations, our past practice of pricing items based on unit pricing (we purchase by weight) has resulted in slightly underestimating cost. This has been identified and remedied by adjusting prices and trialing selling by weight for some items. As a result our sales (which aim to break even) are currently a couple hundred dollars below cost. I anticipate this to be corrected by the end of July.

SUCSESSES

In addition to now accepting debit and credit, becoming fully under control of the MSU, and increasing service utilization over past years we have successfully curated a culture where stakeholders are passionate about why we exist as opposed to just what we are. This has resulted in many more customers engaging in conversations to understand the many benefits of buying local. Farmstand has an amazing and dedicated team of executives and CSRs that are truly committed to the success of this service.



REPORT

From the office of the...
Student Community Support Network

TO: Members of the Executive Board
FROM: Daymon Oliveros
SUBJECT: SCSN Report 1
DATE: July 7, 2015

UPDATE

The SCSN has been off to a fairly eventful summer with a few projects under the works. In terms of internally, we met with Gord Arbeau from McMaster's Office of Public Relations to discuss Community Assistants, and what the vision for our peer-to-peer program is. Furthermore, we've re-worked our operating policy, as well as sent in an approval for a new role in the service – Promotions Coordinator.

Externally, there has been a good amount of projects and meetings. In terms of projects, we've been looking to expand our Discover Your City campaign – and we've been able to so far by working with the Student Success Centre on their MacQuest program for Welcome Week. In terms of meetings, I've been to the final PACCR meeting for this year, had meetings with Tourism Hamilton, Sgt. Gino Ciarmoli (the West Town Crime Manager) and Ehima regarding off-campus safety, and more.

I've also been working with Spencer and the rest of the Education Team on various things, such as hiring for our Research Assistant and Community Engagement Coordinator positions and promoting for the Your City Survey.

SERVICE USAGE

So far, we've had zero complaints sent to us from community members. Sgt. Gino Ciarmoli tells us that year-end move out went very well, and that he hasn't seen or heard of anything in the summer so far.

PAST EVENTS, PROJECTS & ACTIVITIES

With regard to the Discover Your City program, the main project we've been working on is related to visibility during Welcome Week. SCSN has been asked to be a part of the MacQuest working group, and we've been working on potential off-campus tours. Debbie Spence from the City of Hamilton has been a great help with this, and through all our collaborative efforts, we've been able to solidify a few off-campus tours for MacQuest this year, including: a trolley tour of the Waterfront, an architecture tour of James Street North, and a Dundas Conservation Area hike & yoga class combination.

Furthermore, we've been critically re-evaluating the structure of our service. As such, we've sent in an updated operating policy – which looked to reflect our current state of the service and update what we thought was outdated. Included in that operating policy is the [re-]addition of the Promotions Coordinator role, a volunteer position which used to be known as the Newsletter & Promotions Coordinator role. This position is being brought back as a result of a recommendation from the Services Committee last year.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

We're continuing to work on the off-campus portions for MacQuest. Moving forward, most of our work revolves around setting the ground work for the year. For instance, our Internal Coordinator and I are looking to re-develop CA training which will be delivered the week after Welcome Week so they can start as soon as possible. Furthermore, the groundwork for the External Coordinator's Discover Your City efforts will be worked on in this coming month.

BUDGET

The only thing used in the budget currently has been my wages.

CURRENT CHALLENGES

Overall, our only challenge I can currently identify is outreach and promotion. However, we're looking to solve this through the Promotions Coordinator role.

SUCSESSES

It's been an exciting start for the SCSN this summer! We're working on Discover Your City projects, adding a new member to the family through the Promotions Coordinator position, and the Internal & External Coordinators have been around this summer – so they've been around to talk to and consult.



REPORT

From the office of the...

MSU Shinerama and Terry Fox

TO: Members of the Executive Board
FROM: Riley Armstrong
SUBJECT: MSU Shinerama and Terry Fox Report 1
DATE: Tuesday July 10, 2015

UPDATE

Hello! Thank you for having me today. My report outlines what we have been up to so far for both Shinerama and Terry Fox. It highlights past, upcoming and tentative events. I have outlined certain challenges that I have been having to date and success that we have had. I also outlined the budgets where they stand currently for TF and Shinerama. As of now, the service is doing very well and we are excited for what is to come!

SERVICE USAGE

We have been promoting the service at May @ Mac and on various social media outlets. We worked tirelessly for the MSU Charity Golf Tournament collecting sponsors and donated items for the silent auction table and running donation games at the event. We had volunteers out at the Great Strides Walk (in the pouring rain) to help CF Canada run their event. We have also been very busy planning and organizing upcoming events for Shinerama and Terry Fox.

PAST EVENTS, PROJECTS & ACTIVITIES

Bottle Drive

- Distributed flyers to the community days prior
- Collected bottles left out for us
- All proceeds going to Shinerama

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Busker Fest: July 17th

- An event to raise money for Shinerama
- Volunteers from various groups and clubs around campus who will go out to a designated location to busk for donations

Garage Sale: July 25th

- Another event to raise money for Shinerama
- Faculties have been contacted to invite them to get involved in the larger scale event, they will bring their goodies to sell at the sale and then each faculty gets to keep their income towards their total

BP Fundraiser: August 14th

- Fundraiser for Shinerama
BP Fundraiser for TF (in the works)

BUDGET

We have only spent our Shinerama budget on minor purchases for Charity Golf and the Bottle Drive. I have been looking for different secondary fundraisers to run (ex. Busker Fest) to raise money to help fund certain purchases.

I have not touched the TF budget yet.

CURRENT CHALLENGES

I am struggling a little bit with the Terry Fox Run. We have a very limited budget which doesn't accommodate the big ideas I have for it. Shinerama gets so much attention and raises a ton of money and with a bigger idea for TF I was hoping to increase our impact.

I am also struggling a little bit (as mentioned above) with the budget for Shinerama. As you may know, the MSU is recovering some of the funds from Shienrama this year. I am finding myself trying to be cautious with the money so I don't spend it on the wrong thing.

SUCSESSES

CF Canada is loving what we have been doing so far for Shinerama and are excited for what is to come.

OTHER

Thank you so much! Make sure to look out for the upcoming events!



MEMO

From the office of the...

WGEN Coordinator

TO: Executive Board
FROM: Hayley Regis, WGEN Coordinator
SUBJECT: Changes to WGEN Job Description
DATE: June 22, 2015

Hello,

My name is Hayley Regis and I am the incoming coordinator for the Women and Gender Equity Network. I am writing a short memo to address the changes made to some of the job descriptions.

Most descriptions have been updated to better reflect WGEN's goals and place in the MSU, as well as to provide a basis for an even more effective service in the years to come. New positions were added to accommodate the demands faced by the service in its pilot year (i.e. promotions).

Thank you for your consideration,

Hayley Regis
WGEN Coordinator
wgen@msu.mcmaster.ca
www.msumcmaster.ca/wgen



JOB DESCRIPTION

Volunteer

Position Title:	WGEN General Volunteer
Term of Office:	October-May 1 – April 30
Supervisor:	Women and Gender Equity Network (WGEN) Coordinator
Remuneration:	Volunteer- Position
Hours of Work:	2- to 3 Hours a Week

General Scope of Duties

General Volunteers will work under their chosen committee and will be responsible for the duties assigned by the committee Executive. Alongside the Executive, they are responsible for building a saf(er) community on campus for all genders, and survivors of gendered violence. They will do so by working with the Executives and other volunteers to facilitate, maintain and advertise saf(er)-space, social events, workshops and campaigns.

Major Duties and Responsibilities

Category	Percent	Specifics
Advertising & Promotions- Function-Other	40 100%	<ul style="list-style-type: none"> ▪ Volunteer, participate and provide support at WGEN events throughout the year ▪ Promote campaigns, events and services provided by WGEN and events on social media ▪ Promote the Network's events and services through social media ▪ Help in the facilitation of workshops and social events ▪ Help in the development and maintenance of a saf(er)-space on campus for women-identified and trans-identified folk, which includes insuring the privacy and the accessibility of the space ▪ Attend volunteer meetings with the Volunteer Coordinator as scheduled ▪ Attend meetings with selected committee as scheduled ▪ Other duties as assigned by the WGEN Coordinator or executives ▪ Provide feedback on the service ▪ Be an active member of the WGEN Community
Facilitation and Maintenance of Space	45 %	<ul style="list-style-type: none"> ▪ Help in the facilitation of workshops and social events ▪ Help in the development and maintenance of a saf(er)-

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Function		space on campus for women-identified and trans-identified folk, which includes insuring the privacy and the accessibility of the space
Other	15 %	<ul style="list-style-type: none"> ▪ Attend volunteer meetings every two weeks with the Volunteer Coordinator ▪ Attend meetings with selected Committee ▪ Attend and facilitate necessary WGEN campaigns and workshops

Knowledge, Skills and Abilities

- Awareness and understanding of topics associated with WGEN (i.e. transphobia, racism, sexism, ableism, and human rights, heterosexism, cissexism, heteronormativity, intersecting oppressions and invisible privilege, sexual assault).
- Confidence and ability to challenge dominant views
- Organizational and time management skills
- Interpersonal skills
- Communication skills
- Commitment and dedication
- Ability to work effectively with a team and as an individual

Effort & Responsibility

- Maintain confidentiality of all individuals accessing the WGEN
- Attend any required training sessions
- ~~Commitment will vary by week~~
- ~~Effort may be required to balance WGEN responsibilities and academic/other responsibilities~~

Working Conditions

- Most duties can be performed in a shared office space

Training and Experience

- Necessary training will be provided

Equipment

- Shared computer



JOB DESCRIPTION

Volunteer

Position Title:	WGEN Promotions Executive
Term of Office:	May 1 – April 30
Supervisor:	Women and Gender Equity Network (WGEN) Coordinator
Remuneration:	Volunteer
Hours of Work:	4 to 6 [jb1]hours per week

General Scope of Duties

The Promotions Executive will be responsible for the promotion of WGEN events to the McMaster community in a professional manner. The Promotions Executive is responsible for the creation of these promotional materials as well as the creation of promotional plans for WGEN events in partnership with the Coordinator, other Executives, and Underground Media + Design. The Promotions Executive will work closely with the WGEN Coordinator to ensure effective promotions for all events.

~~Advertise social events through various media i.e. be responsible for the WGEN facebook page and twitter. Create some promotional material for social events and campaigns.~~

Major Duties and Responsibilities

Category	Percent	Specifics
Social Media <u>Communications</u> Function	20[jb2]30%	<ul style="list-style-type: none"> ▪ <u>Aid the Coordinator in understanding WGEN's promotional needs</u> ▪ <u>Aid the Coordinator and executives in other promotion and advertising initiatives</u> ▪ <u>Ensure that proper audiences are targeted in any promotional campaigns</u> ▪ <u>Responsible for choosing the modes of communication for promotional activities</u> ▪ <u>Respond to general inquiries</u> ▪ <u>Communicate with Underground on a regular basis to ensure materials being produced are what is wanted and needed</u> ▪ <u>Maintain strong communication with the WGEN Coordinator, fellow executives, and volunteers</u> ▪ Promote campaigns and events on social media ▪ Promote the Network's events and services through social media ▪ <u>Connect with Exec about appropriate articles to post on-</u>

		facebook and twitter
Financial & Budgeting Function	105%	<ul style="list-style-type: none"> ▪ Create budget for the year, and work with the WGEN coordinator to ensure that it is followed ▪ Work with the WGEN Coordinator to ensure that promotional budgets align with the service budget ▪ Retain financial information to receive reimbursement from the Coordinator
Production of Promotional Material Function [jb3] Advertising & Promotions Function	6060%	<ul style="list-style-type: none"> ▪ Aid the Coordinator in keeping the website up to date ▪ Ensure all promotions of WGEN are accessible ▪ Promote the events, initiatives, and collaborations of the WGEN community at McMaster and surrounding Hamilton area ▪ Ensure that any and all promotional material produced by WGEN follows the MSU Visual Identity Guide and are primarily created by the Underground ▪ Work with WGEN executive to ensure messages are clear and representative of WGEN ideals ▪ Develop a promotional plan for any WGEN events ▪ Responsible for the development of both print and online promotional material for WGEN ▪ Coordinate a consistent brand for all WGEN material ▪ Maintain an active presence in related social media groups to ensure awareness of the service ▪ Connect w execs and attend the weekly exec meetings to determine what promotional material is necessary ▪ Work within your budget ▪ Connect with designers at the underground if you feel necessary ▪ Run promo proofs by the communications officer for the MSU before going to print
Other	105%	<ul style="list-style-type: none"> ▪ Other duties as assigned by the WGEN Coordinator ▪ Provide feedback on the service ▪ Attend weekly, hour-long executive meetings executive meetings as scheduled ▪ Be an active member of the WGEN community

Knowledge, Skills and Abilities

- Awareness and understanding of topics associated with WGEN (i.e. transphobia, racism, sexism, ableism, and human rights, heterosexism, cissexism, heteronormativity, intersecting oppressions and invisible privilege, sexual assault).
- Confidence and ability to challenge dominant views
- Organizational and time management skills
- Interpersonal skills
- Communication skills
- Public relations skills, experience in advertising
- Creativity

Effort & Responsibility

- Effort required to think creatively
- Effort required to design and implement promotional campaigns
- Establish and maintain professional connections on and off campus

- Maintain confidentiality of all individuals accessing the WGEN
- ~~Commitment will vary by week~~
- ~~Effort may be required to balance WGEN responsibilities and academic/other responsibilities~~

Working Conditions

- Time demands may exceed stated hours of work
- Most work can be completed in a shared office space

Training and Experience

- Graphic design experience is an asset
- Necessary training (~~QPR, Anti-O, Positive Space, Trans101, Safe(r) Space~~) [jb4] will be provided

Equipment

- Personal computer



JOB DESCRIPTION

Volunteer

Position Title:	WGEN Resources Coordinator
Term of Office:	October-May 1 – April 30
Supervisor:	Women and Gender Equity Network (WGEN) Coordinator
Remuneration:	Volunteer Position
Hours of Work:	4 to 5 hours per week (academic), variable (summer)

General Scope of Duties

The Resources Coordinator will create and maintain an online and offline (mobile) resource library for the McMaster Community. They will work with internal and external partners and resources to ensure that the general student population is aware of the available services. One part of that will be connecting with clubs, groups and services around McMaster. The collection of materials requires a basic comfort with traveling around Hamilton to find the different services available to students. They will also collect manuals, articles and books related (but not limited to) to the topics of intersectional feminism, trans-antagonism, womanism, saf(er) space, etc. They will also be responsible for coordinating articles for the Sil, as the editor for WGEN and in making sure writers are scheduled every two weeks.

Major Duties and Responsibilities

Category	Percent	Specifics
Archiving Administrative Function	35 70%	<ul style="list-style-type: none"> ▪ Create <u>and maintain</u> an online resource list ▪ Create <u>and maintain</u> a well organized, extensive and intersectional mobile library_ ▪ <u>Work with internal and external partners to create a resource list</u> ▪ <u>Travel around Hamilton to collect resources as needed</u>
Collection Function	35 %	<ul style="list-style-type: none"> ▪ <u>Work with internal and external partners to create a resource list</u> ▪ <u>Travel around Hamilton to collect resources</u>
Information-Dissemination <u>Communications</u> Function	20%	<ul style="list-style-type: none"> ▪ Work with WGEN Coordinator and Volunteer Coordinator to disseminate information to executive and volunteers ▪ Work to advertise the resources in the McMaster community ▪ Coordinate Sil article writing and editing ▪ <u>Maintain strong communication with the WGEN Coordinator, executives, and volunteers</u> ▪ <u>Maintain strong communication with the Silhouette Editor-in-Chief</u>

Other	10%	<ul style="list-style-type: none"> ▪ Other duties as assigned by WGEN Coordinator ▪ Provide feedback on the service ▪ Attend weekly, hour long community care executive meetings as scheduled ▪ Be an active member of the WGEN community ▪ Signing up for shifts as a safer space volunteer
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Knowledge, Skills and Abilities

- Awareness and understanding of topics associated with WGEN (i.e. transphobia, racism, sexism, ableism, and human rights, heterosexism, cissexism, heteronormativity, intersecting oppressions and invisible privilege, sexual assault)
- Organizational and time management skills
- Interpersonal skills
- Communication skills
- [Writing and Editing skills](#)

Effort & Responsibility

- [Effort required to maintain professional connections on and off campus](#)
- [Maintain confidentiality of all individuals accessing the WGEN](#)
- ~~Commitment will vary by week~~
- ~~Effort may be required to balance WGEN responsibilities and academic/other responsibilities~~

Working Conditions

- [Time demands may exceed stated hours of work](#)
- [Some travel in Hamilton required](#)
- [Management of library resources will take place in a shared office space](#)

Training and Experience

- Necessary training (~~QPR, Anti-O, Positive Space, Trans101, Safe(r) Space~~) will be provided

Equipment

- [Shared computer](#)



JOB DESCRIPTION

Volunteer

Position Title:	WGEN Social and Political Advocacy Executive
Term of Office:	October <u>May</u> 1 – April 30
Supervisor:	Women and Gender Equity Network (WGEN) Pilot Coordinator
Remuneration:	Volunteer Position
Hours of Work:	3- <u>to</u> 5 hours per week

General Scope of Duties

The Social and Political Advocacy Executive ~~are~~is responsible for the creation and implementation of campaigns and workshops that raise awareness and promote positive change of imparting change while building awareness on campus about various social and political issues relevant to women and trans students in the McMaster community.

~~This a~~dvocacy will be carried out by creating educative workshops and campaigns that address around relevant McMaster student issues surrounding such issues as (gender (in)equity in academia, gender representation in student government, etc.); gender inequality, sexual violence, and the rights of women and trans students, and working with internal and external partners to create campaigns about sexual violence on campus and the community.

This executive will work with both MSU and community partners in order to assure that the projects are highly inclusive, appropriate, and impactful.

Major Duties and Responsibilities

Category	Percent	Specifics
Advocacy and Promotions Function	40 <u>30</u> %	<ul style="list-style-type: none"> ▪ <u>Work with the Promotions executive and communicate ideas for promotional materials and timelines to work within</u> ▪ Work with the WGEN coordinator, internal and external partners to create one campaign per term ▪ Work with the WGEN coordinator, external partners and the Underground to create campaign material that can be used on a variety of media ▪ <u>Network with clubs, services, and community partners to find partners and promote these social events</u> ▪ <u>Continually update social media with articles, community events and ongoing campaigns</u>

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		<ul style="list-style-type: none"> ▪ Maintain strong communication with the WGEN Coordinator, executives, and volunteers
Financial & Budgeting Function	2010%	<ul style="list-style-type: none"> ▪ Work with the WGEN eCoordinator to develop ensure that the budget aligns with the service budget ▪ Retain financial information to receive reimbursement from the WGEN Coordinator ▪ Generate an expenditure sheet ▪ Inform the WGEN coordinator about potential expenses ▪ Seek external funding as needed
Programming Function	2050%	<ul style="list-style-type: none"> ▪ Work with the WGEN eCoordinator other executive to generate ideas about educative workshops ▪ Work with the executive team to plan and launch campaigns ▪ Coordinate with the WGEN eCoordinator and external partners to organize <u>workshops in both semesters</u>one workshop in first semester and two workshops second semester ▪ Book space and food as necessary for saf(er) space, social events, and workshops ▪ Collect statistics on the number of students attending all workshops and campaigns
Other	2010%	<ul style="list-style-type: none"> ▪ Collect statistics on the number of students coming out to these workshops and campaigns ▪ Other duties as assigned by the WGEN Coordinator ▪ Provide feedback on the service ▪ Attend executive meetings as scheduled ▪ Be an active member of the WGEN community

Knowledge, Skills and Abilities

- Awareness and understanding of topics associated with WGEN (i.e. transphobia, racism, sexism, ableism, and human rights, heterosexism, cissexism, heteronormativity, intersecting oppressions and invisible privilege, sexual assault).
- ~~Knowledge of related Women, trans, and sexual assault resources on campus and in the larger Hamilton community~~
- Confidence and ability to challenge dominant views
- Organizational and time management skills
- Interpersonal skills
- [Communication skills](#)
- [Creativity](#)

Effort & Responsibility

- [Previous experience planning events or workshops is an asset](#)
- [Establish and maintain professional connections on and off campus](#)
- [Maintain confidentiality of all individuals accessing the WGEN](#)
- ~~Commitment will vary by week~~
- ~~Effort may be required to balance WGEN responsibilities and academic/other responsibilities~~

Working Conditions

- ~~Shared office space in the MSU Committee Room~~
- [Time demands may exceed stated hours of work](#)
- [Most work can be completed in a shared office space](#)

Training and Experience

- Necessary training will be provided

Equipment

- Shared computer



JOB DESCRIPTION

Volunteer

Position Title:	WGEN Social Events and Planning Executive
Term of Office:	October-May 1 – April 30
Supervisor:	Women and Gender Equity Network (WGEN) Pilot Coordinator
Remuneration:	Volunteer Position
Hours of Work:	3- to 5 hours per week

General Scope of Duties

The Social Events and Planning Executive are responsible for building a welcoming, safe(r) and supportive network for women-identified people, trans people and other members of WGEN. This process will include consulting with various universities and community partners about fun and inclusive social events (such as networking discussions, potlucks, storytelling circles, etc.) and safe(r) space facilitation, and planning, launching and advertising the social events and the space.

Major Duties and Responsibilities

Category	Percent	Specifics
Advertising and Promotions Function	30%	<ul style="list-style-type: none"> ▪ <u>Work with the Promotions executive to communicate ideas for promotional material and timelines to work within</u> ▪ Work with the Underground to create media for social events ▪ Advertise social events through various media ▪ Network with clubs, services, and community partners to promote these social events ▪ Continually advertise the location and times of the <u>mobile, drop-in safe(r) space drop in hours</u>
Financial & Budgeting Function	20 5%	<ul style="list-style-type: none"> ▪ <u>Work with the WGEN eCoordinator to ensure that the develop a budget aligns with the service budget</u> ▪ <u>Retain financial information to receive reimbursement from the WGEN Coordinator</u> ▪ Generate an expenditure sheet ▪ Inform the WGEN coordinator about potential expenses ▪ Seek external funding as needed
Programming Function	40 60%	<ul style="list-style-type: none"> ▪ Work with the WGEN eCoordinator, <u>and</u> other executive, <u>and</u> volunteers to generate ideas about social events ▪ <u>Collaborate with community partners to organize one-</u>

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		<ul style="list-style-type: none"> several social events (i.e. one first semester and two social events second semester) ▪ Book space and food as necessary for saf(er) space and social events ▪ Work with the WGEN eCoordinator to develop protocol for safe(r) space for women-identified students ▪ Facilitate a mobile, drop-in, safe(r) space for women-identified students every week ▪ Collect statistics on the number of students coming out to events and drop-in hours ▪ Maintain strong communication with WGEN Coordinator, fellow executives, and volunteers
Other	405%	<ul style="list-style-type: none"> ▪ Collect statistics on the number of students coming out to these events and drop-in hours ▪ Work with the WGEN coordinator to find temporary after-hours drop-in spaces ▪ Other duties as assigned by the WGEN Coordinator ▪ Provide feedback on the service ▪ Attend weekly, hour-long executive meetings as scheduled ▪ Be an active member of the WGEN community

Knowledge, Skills and Abilities

- Awareness and understanding of topics associated with WGEN (i.e. transphobia, racism, sexism, ableism, and human rights, heterosexism, cissexism, heteronormativity, intersecting oppressions and invisible privilege, sexual assault).
- An understanding of safe(r) space
- Confidence and ability to challenge dominant views
- Organizational and time management skills
- Interpersonal skills
- Communication skills

Effort & Responsibility

- [Previous experience planning events is an asset](#)
- [Establish and maintain professional connections on and off campus](#)
- [Maintain confidentiality of all individuals accessing the WGEN](#)
- ~~Commitment will vary by week~~
- ~~Effort may be required to balance WGEN responsibilities and academic/other responsibilities~~

Working Conditions

- [Shared office space in the MSU Committee Room](#)
- [Time demands may exceed stated hours of work](#)
- [Most work can be completed in a shared office space](#)

Training and Experience

- Necessary training will be provided

Equipment

- Shared computer



JOB DESCRIPTION

Volunteer

Position Title:	WGEN Volunteer Coordinator
Term of Office:	October-May 1 – April 30
Supervisor:	Women and Gender Equity Network (WGEN) Pilot Coordinator
Remuneration:	Volunteer Position
Hours of Work:	2-33 to 6 _[jb1] hours per week

General Scope of Duties

The Volunteer Coordinator will be responsible for ~~the outreach~~organizing the recruitment of new volunteers, as well as the, scheduling and coordination of volunteers and executives. ~~They~~The Volunteer Coordinator will work with the WGEN Coordinator to create a supportive community of volunteers, who will help facilitate, maintain and advertise safe(r)-space, social events, workshops and campaigns. The Volunteer Coordinator will also coordinate with executive members well in advance of events and campaigns to organize volunteers in a thoughtful and resourceful way.

Major Duties and Responsibilities

Category	Percent	Specifics
Volunteer Management Function	70%	<ul style="list-style-type: none"> ▪ Work with various executive to coordinate volunteers for workshops, social events, campaigns, and safe(r) space ▪ Work with the Gendered Violence Peer Support Committee to create a strong team of peer support volunteers ▪ Conduct <u>community care</u>-volunteer meetings every two weeks ▪ <u>Maintain strong communication with the Coordinator, executives, and volunteers</u>
Recruitment and Training Function	25%	<ul style="list-style-type: none"> ▪ Collaborate with internal partners to <u>organize training for all volunteers- and executives as needed with Positive-Space, Trans 101 and Anti-Oppression training</u> ▪ Work with Gendered Violence Peer Support Committee to train volunteers in the second semester_[jb2] ▪ Work with the WGEN coordinator to interview and recruit volunteers
Other	5%	<ul style="list-style-type: none"> ▪ <u>Other duties as assigned by the WGEN Coordinator</u> ▪ <u>Provide feedback on the service</u> ▪ <u>Attend executive meetings as scheduled</u> ▪ <u>Attend weekly, hour long community care executive</u>

meetings^[jb3]

- [Be an active member of the WGEN community](#)

Knowledge, Skills and Abilities

- Awareness and understanding of topics associated with WGEN (i.e. transphobia, racism, sexism, ableism, and human rights, heterosexism, cissexism, heteronormativity, intersecting oppressions and invisible privilege, sexual assault)
- [Knowledge of related Women, trans, and sexual assault resources on campus and in the larger Hamilton community](#)^[jb4]
- Confidence and ability to challenge dominant views
- Organizational and time management skills
- [Interpersonal skills](#)[Leadership and supervisory skills](#)
- [Written and verbal](#) [Communication skills](#)
- [Commitment and dedication](#)

Effort & Responsibility

- [Commitment will vary by week](#)
- [Effort may be required to balance WGEN responsibilities and academic/other responsibilities](#)
- [Effort to think creatively](#)
- [Effort required to implement recruitment campaigns](#)
- [Ability to work in a team and act as a support](#)
- [Maintain confidentiality of all individuals accessing the WGEN](#)

Working Conditions

- [Shared office space in the MSU Committee Room](#)
- [Time demands may exceed stated hours of work](#)
- [Most work can be completed in a shared office space](#)

Training and Experience

- [Previous leadership experience](#)
- Necessary training will be provided

Equipment

- Shared computer

YEAR PLAN

MSU Shinerama and Terry Fox Coordinator

Riley Armstrong
2015-2016

(Submitted June 10, 2015)



OFFICE OF THE MSU Shinerama and Terry Fox Coordinator

INTRODUCTION

This is my plan for the upcoming year. I plan to do my best as the Shinerama and Terry Fox Coordinator to fulfill my duties and goals. I plan to reach all of the goals I have set out for myself as well as all of the goals set out by my executive team.

A few things I intend to do in particular are to modify the Terry Fox Run in order to make it a bigger and better event. In the past, the Terry Fox Run has been lacking in participants, donations etc. I believe that all we need is someone with a vision for it and a drive to reach the goals. I hope what I have planned will make this year's Terry Fox Run the biggest and best event to date.

For Shinerama, I plan to continue McMaster's successes from the past few years and continue to raise a ton of money for Cystic Fibrosis research and care. We have done a phenomenal job at reaching and surpassing our goals the past few years and I would like to continue that this year. I plan to run a few more secondary fundraisers this year to offer more opportunities to raise money. I also plan to work alongside the faculties, residences and SOCS to ensure that they run a successful campaign and help McMaster as a whole to reach our goals. This will be done by implementing incentives into their fundraising as well as collaborating on various events. Overall, I just hope to be the best I can be and assist the McMaster community in reaching all of their goals, while having an overall successful campaign.

GOALS

Objective 1	Increased promotion and awareness on May @ Mac day - completed
Description	I would like to use May @ Mac as an opportunity to reach out to the prospective students, engage them and educate them about Shinerama; what it is, what it does and how they can get involved and help
Benefits	This will act as another opportunity for the students that will be coming to Mac in the fall to learn about what Shinerama is. It will help when WW rolls around and we have a short amount of time to raise a ton of awareness so people come to Shine Day and raise a ton of money
Difficulties	There is a lot of things going on during May @ Mac, students may overlook us. We may not have the opportunity to have a table set up.
Long-term implications	If this turns out to be successful, it would definitely be a very beneficial way to promote the service early start the buzz about Shinerama. Regardless of what University the student decides on, there is a very high chance that their University is going to participate in Shinerama.
How?	I contacted Candy and she said that I could have representation at the event but to contact the MSU to see if I could share the table. I will be contacting Michael Wooder to discuss this. Then I will assign my exec to the table. (Discuss the possibility of a BP fundraiser with the exec)
	This objective is complete. I think it went well, we had a lot of people come to us to see

	what/who we were. We had a BP Fundraiser this day as well so it was a great time to promote that event. Being able to be there while all of the new students walked around was a great thing because like I said before, they will probably end up going to a school that participates in Shinerama so early exposure will help them to understand Shine does and why we are always asking for money.
Partners	<ul style="list-style-type: none"> • Shinerama and TF exec • Candy Hui (May @ Mac planner) • MSU; Michael Wooder

Objective 2	Building Relationships with Faculty Planners and Shinerama Planners
Description	Faculty planners and their Shinerama planners play a crucial role in my campaign. Their respective teams raise the bulk of the money for our Shinerama campaign; therefore it is important that a good relationship is developed with them. Also, I would like them to know I am here to help them with their fundraising efforts, and I am able to provide them with anything they need.
Benefits	Building relationships with planners may enable them to raise more money through resources and suggestions that I can provide to them. It can also increase coordination between teams.
Difficulties	It may be hard to meet with all groups because some of the planners are very busy and some do not always respond to emails. To overcome these difficulties I will try to be flexible to their schedules and different methods of communication. I will also make sure to follow up with them if I haven't heard from them or contact Julia for assistance if necessary.
Long-term	I think that this will continue to help improve faculty campaigns and the overall campaign as a whole every year but it needs to be an objective each year because there are always new planners. Hopefully with time this partnership will increase.
How	I will email all the faculty planners to ask to meet with them and their Shinerama planners. I will also get the contact information for the Shinerama planners because most future communication can go through them. I will set up meeting times with each group and follow up with groups who do not message me with meeting times. I will also make sure to respond promptly to questions from planners.
Partners	<ul style="list-style-type: none"> • Welcome Week Faculty Planners and Shinerama Planners • Laura Dykstra - Welcome Week Faculty Coordinator

Objective 3	Keeping a very detailed list of expenses
Description	I would like to keep track of expenses -for my own personal records but also to assist the new Coordinator in where they should be spending their budgets in the future.
Benefits	This will help when it comes to transitioning the new Coordinator. One thing I have noticed is my budget from the MSU clumps all Shinerama expense together into one big budget and all TF expenses into a budget. So far, I am finding it difficult to try and determine how much money to allocate to what.
Difficulties	This may be difficult to keep up with as we will be spending an incredible amount in such a little time frame.
Long-term	It will ease transition in future years because hopefully it will a) catch with future

implications	Coordinators or b) encourage the MSU to modify the budget to separate the expenses into more easily defined categories
How?	I will keep a detailed and organized spreadsheet and binder on my computer and in my office.
Partners	

Objective 4	Thanking Sponsors
Description	One thing we tried to do and sort of lacked a bit on last year was thanking the sponsors for both Shinerama and TF. It is crucial to do this in order to maintain a positive relationship with them for future years.
Benefits	Maintain the positive relationship with the sponsors on our end will give them no reason not to allow us to have them as sponsors in future years.
Difficulties	Once events are over, it is very common that people just stop caring about such event as they get busy with other things, such as school or the next events.
Long-term implications	This will allow us to maintain a long term relationship with the businesses and sponsors to hopefully be able to use them again in future events.
How?	I would like to write the thank you notes out and have them completely ready, enveloped and stamped before the day of the event. In order to do this, I will have to have a detailed list of all of the sponsor, what they donated and where they donated it so we can appropriately thank them.
Partners	<ul style="list-style-type: none"> • Shinerama and TF exec

Objective 5	Terry Fox Secondary Fundraiser ex. Sports Tournament
Description	I would like to run a secondary fundraiser for TF during the summer.
Benefits	The purpose of the secondary fundraiser would be to a) promote the service and provide outreach to the community and b) raise extra funds for our campaign
Difficulties	Due to the event being in the summer time, and due to it being a new event, there may be a lack in attendance. To overcome this, it may be smart to run the event on a weekend where other events are occurring, OR on a weekday where students will be around campus.
Long-term implications	This fundraiser will raise extra money and raise awareness for the Run day which will occur in September. Most people know what the TF Run is since they have done it all throughout school, but lots of people don't realize that we have one on campus. This fundraiser will help draw more attention to the TF Run. If the event is successful, it would definitely be a possibility for future years.
How?	Create a detailed plan of the event etc. a sports tournament: what sport? Where? When? Organizing registration, donations/registration costs and the brackets, contacting about supplies (bubbles for bubble soccer).
Partners	<ul style="list-style-type: none"> • Ath and Rec • MSU Maroons • Shinerama and TF exec • Campus Events • Outdoor sports equipment provider

Objective 6	Terry Fox Fundraisers on Welcome Day
Description	In the past, we have done fundraisers on Welcome Day for Shinerama, such as a bouncy castle, cotton candy and BP. It would be nice to continue these for Shinerama, but also to add a few for TF maybe next to Shinerama.
Benefits	This will attract the attention to TF to remind people that although Shinerama is huge at Mac, it is important to also remember TF.
Difficulties	If may be difficult because we only have a limited number of exec so having so many fundraisers for our service happening at the same time may be difficult to handle. A wayto possibly overcome this is encouraging the Maroons to help us with the different fundraisers and have them inform people about the fundraisers so people participate.
Long-term implications	If this is successful, it would be a great way to increase awareness for both campaigns in the future.
How?	I will have to discuss this with the planner of Welcome Day (SSC) to ensure we will have a spot to run these fundraisers. I will then sit down with my exec and plan exactly what we want to do for both ie. Cotton candy, spin the wheel to win, dunk tank, etc. We have already secured BP for this day.
Partners	<ul style="list-style-type: none"> • MSU Maroons • SSC • Shinerama and TF exec • BP manager

Objective 7	Shinerama Garage Sale
Description	There are some faculties that do their own individual garage sales throughout the summer. I love garage sales so I want to have one large garage sale for everyone to participate in. All of the faculties that choose to participate will be given a table to set up all of the good on. All of the proceeds from their individual table will go to their campaign.
Benefits	It will be more organized and hopefully attract more people than an individual faculty garage sale would. It will also create an opportunity for the faculties to work together towards a common goal rather than competing all the time.
Difficulties	It may be difficult to do if the faculties are not interested in participating. It also would be hard if the community members don't come out to the event.
Long-term implications	If it is a well planned and organized event that is well received from the faculties as well as the community, it could become a yearly event.
How?	I have drafted an email to send to the faculty Shinerama planners to see if they have interest in participating. Then, when we have our numbers, I will start to plan a final location and book tables for the event. We will also have a promotion plan to ensure the community knows about the event.
Partners	<ul style="list-style-type: none"> • Faculty Shinerama planners • Campus Events • McMaster Housing and Conference Services • McMaster Community

Objective 8	Shinerama Busker Fest
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Description	On a designated day, we will have people going to various locations around Hamilton to busk for Shinerama.
Benefits	This will result in pure profit. It doesn't cost anything to do, yet we are getting the money -right towards our campaign.
Difficulties	This will be difficult if we don't have people interested in participating. It will also be hard if we can't find a place that will allow us to busk.
Long-term implications	Again, if this fundraiser is well planned and organized it will be a successful fundraiser in the -future.
How?	I will be sending out an email to the faculties and musical oriented clubs on campus to ask if they want to be involved with the event. We will then take those numbers and find locations for everyone to busk at. Then, we will send everyone out on location for the day to busk their hearts away and collect spare change in the Shinerama donation boxes provided.
Partners	<ul style="list-style-type: none"> • McMaster Community • Faculties • Shinerama and TF Exec • Clubs Administrator

Objective 9	Increased Participation and Awareness about TF
Description	TF seems to lack in participants compared to Shine Day. I would like to try and change this in the coming year. I would like to have more people show up to participate in the event. I would like to increase online and promotion presence to assist in increasing participation and awareness of TF and the TF Run
Benefits	This will help us raise more money and awareness for TF. It will also help us build a better campaign.
Difficulties	This may be difficult to do depending on restrictions that we may run into.
Long-term implications	If more people become involved and aware of the TF run this year, it will benefit the future years because they will continue to participate in future years and tell their friends about the run as well.
How?	We will do this by modifying the structure of the run as well as increasing promotion leading up to Run Day.
Partners	<ul style="list-style-type: none"> • Shinerama and TF Exec

Objective 10	Car Washes on Shine Day
Description	I would like to organize specific locations to be car wash locations for shine day. I would prearrange with the Maroon leader and faculty/residence/SOCS to make sure it is okay with them to be a car wash location.
Benefits	This offers another opportunity to raise money in a unique way on Shine Day.
Difficulties	This may be difficult if the chosen faculty/res/SOCS chose not to participate. It may also be difficult if the locations deny our request to have a car wash on their property.
Long-term implications	If planned and organized thoroughly this could catch on and become a regular thing in future years.

How?	While contacting locations, we could chose which ones we want to be car wash locations. Then we can discuss with the owners about the possibility. Then when placing the teams at their locations we will discuss with them whether they will be okay being at the car wash station.
Partners	<ul style="list-style-type: none"> • Maroons • Faculties • Residences and SOCS • Shinerama and TF Exec

Objective 11	Shinerama Bottle Drive
Description	This is pretty self explanatory. We will be having a bottle drive as a secondary fundraiser.
Benefits	This is an easy way to make money by spending virtually none.
Difficulties	It may be hard to do if not a lot of people are interested in participating.
Long-term implications	If we prepare for this event properly – by promoting it properly and spreading the work of the event it will help the event be successful. A successful event this year will increased the likelihood of it being a successful event next year.
How?	I ran a personal bottle drive last year and it turned out very well. I plan on using the same approach. We will hand out flyers a few days in advance so people know that we are coming. They will then leave their bottles out front of their house if they wish to participate and we will pick them up.
Partners	<ul style="list-style-type: none"> • Shinerama and TF Exec

Objective 12	Shine Taxi
Description	The MSU has golf carts usually during WW. One of the carts has typically been a limo cart for Maroons, Campus Events and Shine to use. Using these carts as Shine Taxis and picking up students and their parents and taking them anywhere they want to go on campus for donations.
Benefits	This will not only assist the students moving in, but also help them feel welcomed. Accepting donations for taxi rides will contribute to the money we are raising. It offers another opportunity for the parents and students to donate, but they actually get something out of it for themselves.
Difficulties	In the past, there has been one limo cart labelled shine taxi and the other not. The BoD and Maroons who also drive these carts have started to pick up and drop off people around campus, but the only people asking for donations end up being the Shine team. No one else doing this mention Shinerama or the Shine Taxi
Long-term implications	If this catches on, it will help the campaign in terms of donations and can possibly carry on in future years.
How?	I would like to label all the limo carts Shine Taxis and encourage all limo cart drivers to remind people when they chauffer them around campus that they can donate to Shinerama as a result of getting a ride. This will help clear up the confusion of which cart is which and it will ultimately end up in more potential donations.

Partners	<ul style="list-style-type: none"> • Campus Events • MSU Maroons • MSU Board of Directors • Shinerama and TF exec
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Objective 13	Interactive Information Booth on Move in Days
Description	Similar to the booth we will run at May @ Mac, it will be a booth to promote the service and educate students about Shinerama.
Benefits	It will help with the confusion and frustration about all of the people continuously asking for money and offer an opportunity longer than the typical 1 min elevator speech to educate the students about Shinerama.
Difficulties	There is the possibility that everyone will a) see Shinerama and continue being frustrated about the number of times they have been asked for money or b) not have the time to stop by our booth.
Long-term implications	This may be a good way to create extra outreach, and educate first years about Shinerama so they understand what their reps are talking about and so they come out to our events
How?	If the booth were in Mills Plaza, near Willy Dog and MUSC, it would be very helpful because all of the students will be going to the atrium to pick up their mac passes so we would get lots of traffic.
Partners	<ul style="list-style-type: none"> • Shinerama and TF exec

Objective 14	Improving Shine Off
Description	Looking for a way to improve the format of Shine Off
Benefits	Shine Off is an event where students become more engaged and involved in Shining before Shine Day. It also gives the first years a change to get excited and pepped up for Shine Day.
Difficulties	We have had difficulties in the past trying to determine the best way to do it and have struggled with a place. Last year, we used 10 acre field but weren't able to drive the cars on the field so that presented the issue of students being able to see.
Long-term implications	If we can come up with a way to properly run this event it will be very beneficial for future years because they won't have to ultimately start from "scratch" next year.
How?	One thing I have been thinking about is doing the same sort of idea of last year, having the car share company come in, have one res dirty the car for another to clean and then have their students cheer on their res. To engage more students, we can incorporate spirit, enthusiasm and general cheering for each res into their final scores ie. The res who cheers their res on appropriately (no negative words to their opponents) will get extra points for their cup points. To improve seeing the event, if we could find a place on campus where we could park the cars in the middle and have the students surround the cars on all sides (with different areas sectioned off via pylons for each residence).

Partners	<ul style="list-style-type: none"> • Campus Events • MSU Maroons • Shinerama and TF exec
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Objective 15	Improve training of my exec
Description	General training for my exec team.
Benefits	This will properly prepare them for WW and what they should expect from other members, other reps and themselves.
Difficulties	It may be a little difficult to find a way to integrate them into Maroon training (the training they traditionally do) ie. What is actually important to their role in specific.
Long-term implications	Finding a good way to do this this year will be helpful in future years when the discussion about training comes up again.
How?	Having a discussion with Nicole (MSU Maroons Coordinator) about which sessions are appropriate for them to attend and how to structure the training so they don't have to wait around for specific sessions.
Partners	<ul style="list-style-type: none"> • MSU Maroons • Shinerama and TF exec

Objective 16	Improve training of Maroon reps and faculty Shinerama Planners
Description	The Maroons play a large role in helping out with Shinerama and TF. The faculty Shinerama planners are the sole planners for their faculties. It is very important that both these groups are trained adequately on what Shinerama is and what CF is.
Benefits	This will improve the volunteering experience for the Maroons since they will know exactly it is they are help out with. It will help the faculty Shinerama planners to make sure they are up to date with their information and are relaying the correct info to their 100s of reps.
Difficulties	It may be difficult to train the faculty planners since they are knees deep in planning and fundraising already.
Long-term implications	Having adequate training for both groups will ensure that everyone is comfortable in the knowledge they have about Shinerama and CF. It will be something that could be repeated in the future to ensure we are up to date.
How?	<p>Maroons: Shinerama usually is a station included in their 2 day training where we go through Shine Day logistics and plans as well as a quick run through of what Shine and CF are. I am planning on adding a page into their manual called the "Shine Facts" page where they can flip to it if they forget any important facts when shining or if anyone (including first years) have a question.</p> <p>Faculty Shinerama Planners: facilitating some sort of meeting with all of the faculty planners would be a good way to do this so that we can do it with everyone at the same time. OR once I have everyone's contact information, I can create a document for them and send it out to review at their earliest convenience.</p>
Partners	<ul style="list-style-type: none"> • MSU Maroons • Faculty planners and Faculty Shinerama planners • Shinerama and TF exec

Objective 17	Facilitate open and friendly relationship between my exec and the BoD
Description	It is very important for my exec to feel comfortable with the BoD. If they have any questions or concerns regarding anything, including me, it is important that they feel as though they may approach any member of the board to communicate these concerns with them.
Benefits	Having open and friendly relationships will allow for a lighter, fun atmosphere ultimately resulting in a better experience by all.
Difficulties	We all have very busy schedules, but I don't see why this would be an issue.
Long-term implications	Having open communication with the BoD will allow for a better relationship until the end of our terms and into the school year ahead. It will help to maintain the relationship for the rest of our time here at Mac.
How?	I will have the board members meet my exec team formally. Giuliana has already had the chance to sit in on one of our meetings and meet our team.
Partners	<ul style="list-style-type: none"> • Shinerama and TF exec • MSU Board of Directors

Long-term planning

Overarching Vision <i>(what is the ultimate goal?)</i>	Larger Terry Fox Event - Terry Fox Festival
Description	The Terry Fox Run at McMaster has tended to be overshadowed by Shinerama. This is because of a multitude of reasons such as, triple bookings, more interest from reps and students during WW and not after and general lack of knowledge of the event.
Benefits	<ul style="list-style-type: none"> • It will help students to get more involved with TF • It will give McMaster another chance to raise money for another great cause • If we are able to make the TF run a bigger event, it might draw more people with different interests to the event • Having a larger event in a bigger area will attract more attention.
Year 1	<p>This year, the Terry Fox Run is scheduled for Sunday, September 20th. I would like to take advantage of the fact that it is 3 weeks after WW to better our outreach and promo as well as having the time to plan a larger scaled event. I would like it to be longer, with activities both before and after the Run.</p> <ul style="list-style-type: none"> • BSB and JHE Fields as location • Different route - starting at BSB • Alternate programing: not everyone is a fan of running, having an alternate activity for them to participate in will attract a different audience • Live music: extend the offer to students on campus to perform at the end

	<ul style="list-style-type: none"> • Have Underground prepare promotional material to ensure that the word gets out to everyone.
Year 2	Evaluate the option of adding food trucks or food tents, possibly in the form of a BBQ for attendees after the Run. It would be used as an incentive for the event.
Year 3	Evaluate the option of extending the event in a larger way to the Hamilton community. Possibly partnering with the Dundas Run.
Partners	Al Legault - Campus Events Michael Wooder - MSU Michael Beattie - Communications Officer Shinerama and TF Exec

GOALS to strive for

List 5 things that you would like to have prepared for the beginning of September

1. All Shinerama secondary events
2. All TF secondary events
3. All aspects planned and prepared for WW and Shinerama
4. All aspects planned and prepared for Terry Fox
5. Confirm and thank all sponsors for Shinerama and Terry Fox

List 5 things you would like to have completed during the fall term (1st)

1. Write transition report
2. Collect transition reports from exec
3. Prepare hiring questions for new Coordinator
4. Organize all files for new Coordinator
5. Organize and clean office space

**Master Summary
(calendar and checklist)**

May	<ul style="list-style-type: none">• May @ Mac promotions• BP fundraiser event
June	<ul style="list-style-type: none">• Bottle Drive I
July	<ul style="list-style-type: none">• Bottle Drive II• Busker Fest• Garage Sale
August	<ul style="list-style-type: none">• BP fundraiser event• New Marauder Orientation• TF event
September	<ul style="list-style-type: none">• Shine Day• Terry Fox Festival
October	<ul style="list-style-type: none">• Transition Reports from exec• Transition Report for the future Coordinator



Memorandum

From the office of the...
Vice-President (Administration)

TO: Members of the Executive Board
FROM: Giuliana Guarna, Vice President (Administration)
SUBJECT: WGEN/SWHAT Space
DATE: July 3rd, 2015

Dear Executive Board,

You tasked the Board of Directors in finding a novel space for SWHAT after we passed the movement of WGEN into the old SWHAT office. Ehima and I have worked diligently in working with the SWHAT PTM and the University to find a viable solution.

Pending the signing of a written agreement, SWHAT will occupy MUSC 226 (the old WGEN space). We believe that this satisfies the requirements of all parties. Should you have any questions please feel free to ask Ehima or myself.

Best,

Vice President (Administration)
McMaster Students Union
vpadmin@msu.mcmaster.ca