



## 2015-2016 Executive Board Meeting

**Topic:** Executive Board Meeting 15-15  
**Date & Time:** Thursday, November 4, 2015  
8:30 a.m.  
**Place:** MSU Boardroom, MUSC 201

**Items:**

1)	Adopt Agenda	
2)	Adopt Minutes EB 15-13	
3)	Advocacy Report	Christine Yachouh
4)	CLAY Report	Jonathon Davis
5)	PSL Report	Geneva Neal
6)	SHEC Report	Emma Mitchell
7)	SWHAT Report	Serena Arora
8)	Sponsorship & Donations Committee Recommendations	D'Angela
9)	Committee of the Whole – Service Reports	Guarna
10)		
11)		
12)		
13)		
14)		

**Objectives**

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

### Motions

- 8) **Moved** by D'Angela, seconded by \_\_\_ that the Executive Board approve the following recommendations from the Sponsorship & Donations Committee:
- Donate \$250 to Jagpreet Kaler
  - Donate \$100 to #Dream2015 Charity Gala

**Executive Board Meeting 15-15**  
**Thursday, November 5, 2015 @ 8:30am**  
**MSU Boardroom, MUSC room 201**

**Called to Order 8:34am**

**Present** D'Angela, D'Souza, Guarna, Ibe, Nadarajah, Stegmaier  
**Late** Osazuwa, Nestico-Semianiw  
**Absent** Gillis  
**Others Present** V. Scott (Recording Secretary), Mikayla Corcoran (MSU member), Serena Arora (SWHAT Coordinator), Christine Yachouh (Advocacy Coordinator), Jonathan Davis (CLAY Coordinator), Geneva Neal (PSL Coordinator)

**1. Adopt Agenda**

**Moved** by Stegmaier, **seconded** by D'Souza that the Executive Board adopt the agenda, as presented.

**Passes Unanimously**

**2. Adopt Minutes**

Moved by D'Angela, seconded by D'Souza that the Executive Board adopt the minutes from Executive Board meeting 15-13 – October 22, 2015, as circulated.

**Passes Unanimously**

**Osazuwa arrived at 8:36am**

**3. Advocacy Report - Christine Yachouh presented**

- Yachouh summarized report.

**Questions**

- Guarna asked why there was a dip in posts during reading week, even though there was a plan to keep advertising. Yachouh responded that they did post during this time but they reached fewer students because the volunteers were not as engaged during that time.

**4. CLAY Report – Jonathan Davis presented**

- Davis summarized the report.

**Questions**

- Nadarajah asked if Davis has spoken to MSU Wants You about making hiring more fair and equitable. David responded that the challenge with hiring is that people have a big advantage if they were already involved as they know everything. He stated that they are trying to make the hiring process different than in the past.
- Nadarajah stated that she knows how much sponsorship was a big thing for CLAY as it made it more financially accessible for youth. She asked if there were any strategies to keep that going and if it was a priority. David responded that it was still a priority and that they are reaching out to community partners.
- Ibe asked what the relationship was with the Hamilton Wentworth District School Board. Guarna responded that the HWDSB gave CLAY money a couple of years ago with the stipulation that a report would be submitted. She explained that the PTM at the time didn't submit a report or a thank you note to them so the HWDSB did not want to participate last year. Guarna added that a report was submitted this past year in hopes that they could try and help out again. Yachouh added that they offered a promotion

to the HWDSB last year that if they sent a certain number of students that CLAY would match that number and pay for them to go. She explained that they called up CLAY this year excited to participate again.

- McGowan stated that if there is any trouble getting into contact with the University to not hesitate to ask for help.
- Osazuwa asked if the conference will be held off campus this year. Davis responded that they would like to.
- Osazuwa thanked Davis for removing the fees for staff members.

#### **5. SWHAT Report – Serena Arora presented**

- Arora summarized the report.

#### **Questions**

- Nadarajah asked if they ever looked into the possibility of having a home base in MUSC 226 but having something else in MUSC while open for visibility. Arora responded that even when they had the visibility students didn't come to them to talk. She stated that they are hoping to have more events like 'SWHAT and Hot Chocolate' to promote themselves.
- Guarna asked if they thought about running an event with WGEN to reduce the stigma of walks having a gendered element to them. Arora thought that would be a good idea as she had been looking at it and there is a stigma.
- Corcoran asked about the walk-a-thon and if that meant that students would be donating to Movember. Arora explained that it was a dollar per walk and it would be donated from SWHAT's budget line.

#### **6. SHEC – report attached**

- Guarna summarized the report. She added that she will be calling Campus Intercept today as when they were unpacking the bags from Welcome Week they noticed that the lube had expired, some of it being from three years ago.

#### **Questions**

- D'Angela asked if SHEC was slated for a logo re-design soon. Wooder responded that they weren't on the schedule but they request to be one of the next ones.

#### **7. PSL Report – Geneva Neal presented**

- Neal summarized the report.

#### **Nestico-Semianiw arrived at 9:06am**

#### **Questions**

- Osazuwa asked when they would be getting their furniture. Neal responded that they just submitted the request, and hoping to get the money as soon as possible.
- Osazuwa asked what changes were being made the space. Neal responded that they are just minor changes in the fixtures as they take up space.
- Osazuwa asked how the ventilation in the space was. Neal responded that it was poor, and while they currently have a small fan right now they are looking to get an extra one. Scott stated that she could talk to facility services to look into that issue on Neal's behalf.
- D'Angela asked how many volunteers they were looking at getting additional training for. Neal responded that they have two options right now. The first being they do the training as a pilot and only get half of the volunteers who will be returning trained, the second being having 45 volunteers trained. She stated that the second option will be costly and that they aren't sure if they would be able to get money from the University.

- D'Angela pointed out that there is still \$2,000 left in the training budget. Neal responded that they would have to do extra training in January regardless. She added that the quotes they found to train 45 people would be \$7,000.
- Osazuwa asked what kind of training do the volunteers receive. Neal responded that they conducted training at the beginning of the year and it included anti-oppression, SACHA, safe talk, as well as MSU training and learning about services. She added that they also go through modules, such as how to take a call, what to do in an emergency, etc. Guarna explained that while it sounds like they do a lot of training they are falling short compared to their peers.
- Nadarajah asked if Neal looked at an executive structure change to help the workload of the Volunteer Coordinator. Guarna responded that they will be looking into making it a paid position for the next year as the Coordinator has expressed to this Board that training and scheduling is time intensive. Neal added that more exec would be a good idea but the Volunteer Coordinator position has a certain level of accountability and is constantly on-call and be ready to deal with issues that arise. She explained that they need someone with a high level of commitment and it would make more sense to have compensation.
- Osazuwa asked if there are follow-up procedures in place for those who have identified as suicidal. Neal responded that the service is confidential but sometimes there are situations when confidentiality may be broken due to risk; such as expressed thoughts of suicide, hurting one's self, etc. She explained that crisis protocol isn't well refined though, which is something they are working on, but in that case the person would get transferred to security so that they can be put in contact with someone on campus who can find them. She explained that while campus security doesn't have mental health training, they were chosen because they are on campus 24/7. Neal felt that if they had ASIST training that there would be better referrals. She added that if the call was transferred over to security they have caller ID, and then PSL can grab that number to follow-up.
- Corcoran asked how the Board could help with advocacy with SWC about being turned away. Neal responded that there is an issue with the drop-in times and sending people away, and the SWC not being transparent about it. She stated that the larger issue is that students can't get in without a drop-in time and they aren't being offered any other options. Neal stated that she was told that the issue could be relieved with more counsellors as the ratio of students seeking counsellors is absurd.
- Corcoran asked if this situation was unique to McMaster. Neal responded that it wasn't. She explained that it's true that most places are worse but that doesn't mean that the University cannot improve. She explained that this is a pressing issue and the University is dropping the ball.
- Corcoran asked what the waiting times for SWC looked like. Neal responded that students cannot book over the phone, they can only drop in. She added that if they show up and someone is available they have to wait until they are, and then the student only gets a 15 minute appointment for a triage assessment. Neal stated that from there they will get an appointment if deemed necessary, and the appointment will be a month away. Neal added that they are concerned because students are distressed that their needs are not being met.
- Nestico-Semianiw stated that there were supposed to be more counsellors supplied to SWC because of the mental health strategy last year. Neal responded that the amount of counsellors is down this year.
- McGowan stated that this has been one of the best discussions on a service in a long time.

## 8. Sponsorship & Donations Committee Recommendations

- D'Angela went over the memo with the Board. He explained that they will also be sponsoring the IWCH Conference for \$250, and that he will be adding another motion to the table. He explained that this was brought forward late because they were waiting on information from the group.

**Moved** by D'Angela, seconded by Osazuwa that the Executive Board approve the following recommendations from the Sponsorship & Donations Committee:

- Donate \$250 to Jagpreet Kaler
- Donate \$100 to #Dream2015 Charity Gala

**Passes Unanimously**

**Moved** by D'Angela, **seconded** by Osazuwa that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to sponsor the IWCH conference for \$250.

**Passes Unanimously**

**9. Committee of the Whole – Service Reports**

**Moved** by D'Souza, **seconded** by Nadarajah that the Executive Board move into Committee of the Whole to discuss Service Reports.

**Passes Unanimously**

**Moved** by Guarna, **seconded** by Nestico-Semianiw that the Executive Board move out of Committee of the Whole and to Rise and Report.

**Passes Unanimously**

**Rise and Report**

- Guarna reported that the Board felt that Mac Votes went well with Advocacy. Guarna reported that the Board was happy that CLAY is looking to having the conference off campus again. Guarna reported that PSL is having issues that the Board agreed to look into. Guarna reported that SWHAT thanked the Board for listening to their needs. Guarna reported that the Board will be looking into the SHEC space.

**10. Other Business**

**a) Closed Session – Employment**

**Moved** by Guarna, **seconded** by Nestico-Semianiw to move into Closed Session.

**Passes Unanimously**

**11. Return to Open Session**

**Information and Question Period**

- McGowan reported that there will be discussions with HSR to debrief and get ideas for next year.
- Wooder reported that SLEF is up and running, and asked for everyone to go to the website and share ideas. Wooder announced that Movember is underway and being put on by Campus Events. MAC Pride is going on. Wooder reported that memos will be circulated soon for logo changes for Elections Department and MACycle.
- McGowan reported that they will be talking about the ice rink this week. McGowan announced that they may hear some negative feedback about opt-out cheques not being received on time; this is because the University hasn't given us our money yet. He stated that this is 30 days later than payment was last year.
- D'Angela added that the MSU should be getting a larger advance from the University by the end of the week. D'Angela reported that they are looking into the costing of the ice rink as prices have probably gone up. D'Angela reported that the Student Capacity Survey about student space comes out today.

**D'Souza left at 10:25am**

- Nadarajah reported that she is working on Relay for Life, which will take place in March.

- Osazuwa reported that the promo for SLEF will be out in the next few weeks. He reported that he saw a layout for the LLC building and it will look beautiful.
- Guarna reported that their volunteer appreciation was held, and so much food was consumed. She added that they should know who the Maccess Coordinator will be by the end of today.
- Ibe reported that there will be an event for International students in Bridges today.
- Nestico-Semianiw reported that there will be a course wiki event today in the Boardroom. He reported that next week SCSN and the EA Committee will be hosting a student housing campaign.

## 12. Adjournment and Time of Next Meeting

### Time of Next Meeting:

**Thursday, November 12, 2015**  
**8:30am**  
**MSU Boardroom, MUSC 201**

**Moved** by Osazuwa, **seconded** by Ibe that the meeting of the Executive Board be adjourned.

**Motion Passes by General Consent**

**Adjourned at 10:31am**

/vs



# REPORT

*From the office of the...*

## Advocacy Coordinator

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TO: Members of the Executive Board  
FROM: Christine Yachouh  
SUBJECT: Advocacy Report 2  
DATE: Thursday, November 5, 2015

### UPDATE

- Trained Advocacy Street Team
- Ran the MacVotes Campaign
- Ran a volunteer social
- Planning for Pride March
- Preparing for the Student Housing Campaign (collaboration with SCSN)

### SERVICE USAGE

We had approximately **2000 students voting at the on-campus satellite polls**, and **500 students voting at Les Prince Hall on voting day!**

The events also did very well in getting students engaged and informed! Some numbers include:

1. Make your vote count panel discussion- 70% capacity
2. Clubs event at 1280- 40-50 people reached
3. All-Candidates debate- well attended
4. Elections day results party at 1280- 80% capacity



**Figure 1:** Post reach during the MacVotes campaign.

## PAST EVENTS, PROJECTS & ACTIVITIES

### Volunteer Training:

Occurred over the course of two days- September 30<sup>th</sup> and October 1<sup>st</sup>. Was two hours in length and included ice breakers, background on the MSU and Advocacy, went over expectations of each other and proceeded to train them on

### SRA MacVotes Training:

Presented to the SRA at Meeting 15G. Very informative. Received feedback to make future presentations more engaging. Had good support from the SRA during the campaign via likes, shares, blog posts, and participating in the videos.

### MacVotes:

We ran four events over the course of the campaign, as well as MUSC tables and shifts at the MSU Underground to help students print out their proof of Hamilton residency. The campaign was a huge success and we were very happy with the results. I've had a feedback meeting with the street team members and executive and we'll be making a MacVotes campaign specific transition report for each of our respective positions.

### Volunteer Social:

Held on Saturday, October 24<sup>th</sup> at Boston Pizza, we had 80% volunteer turn out and took pictures and things to celebrate the end of the campaign.

## **UPCOMING EVENTS, PROJECTS & ACTIVITIES**

### **Student Housing Campaign:**

Last two weeks of November- AST will be contributing with blogs and table shifts. More brainstorming to come in this week's meeting.

## **BUDGET**

N/A

## **VOLUNTEERS**

Our volunteers are so wonderful! We've had very good volunteer engagement and enthusiasm towards the MacVotes campaign! We had high turnout for our volunteer social and are in the planning stages of our next social. We plan to keep volunteers engaged to ensure we high volunteer retention.

We have had one volunteer drop due to over commitment, however they have indicated interest in participating in the MacTalks campaign in February.

## **CURRENT CHALLENGES**

### **Engaging the Team**

Something I really wanted to emphasize was having the team take control of the table and the engagement piece in the campaign, and it's been difficult since the MacVotes Campaign was essentially planned by the time they were hired, and now we've created a committee to plan the Student Housing Campaign and ideas are generated there.

## **SUCSESSES**

### **MacVotes**

- Reached tens of thousands of students and worked with many partners including the Student Success Center to help the campaign be as successful as it was
- We were included in several media outlets, including The Hamilton Spectator and CHCH and CBC
- Special shout outs go to Mike Beattie, The External Affairs Committee, SCSN, and Mike Wooder for all of their help and contributions!



# REPORT

*From the office of the...*

## CLAY Coordinator

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TO: Members of the Executive Board  
FROM: Jonathan Davis  
SUBJECT: CLAY Report 01  
DATE: Thursday November 5<sup>th</sup>, 2015

### **UPDATE**

Job positings for CLAY Planning Team positions are currently up on the job board. I am looking to hire 10 people for 6 different roles. The applications close on November 15<sup>th</sup>, and I am hoping to have position offers sent out by November 30<sup>th</sup>.

I have been in talks with MSU Wants You to A) reach out to a wider audience in terms of recruiting people for these positions and B) to ensure that the application process is as accessible as possible. Our conversations have been helpful, not only for this round of hiring, but I have received many great ideas to implement during LD, LDL, & Set Team hiring.

Transition is going smoothly – transition reports from last year are very comprehensive.

### **SERVICE USAGE**

I have received a few emails/messages from applicants interested in Planning Team positions inquiring about role specifics/time commitments. I am anticipating a large number of applicants for Planning Team positions this year, based on: social media hype, contact from interested parties, and hearsay.

### **PAST EVENTS, PROJECTS & ACTIVITIES**

Social media promotion has begun for Planning Team applications. My term officially started on November 1<sup>st</sup>.

### **UPCOMING EVENTS, PROJECTS & ACTIVITIES**

The Planning Team should be hired by the end of November. I am looking at dates to host a team-bonding social activity.

I can confirm that a MSU Spark & CLAY (& hopefully Horizons) applicants workshop is in the works. The date has been selected and programming will be developed in December. We hope to repeat the success of last year's event, while expanding to make it bigger and better!

I am currently attempting to set up dates for site visits at two Ontario camps – Camp Muskoka & Camp Trillium. I will hopefully have these dates sorted out soon.

## BUDGET

<b>McMaster Student's Union</b>							
<b>Dept. 0121 - CLAY</b>							
<b>For the Five Months Ending September 30, 2015</b>							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	September	September	2015-16	2014-15	2014-15	2016	To Date
All:							
3301-0121 CLAY - CONFERENCE REVENUE			(13,557.74)	(17,168.42)	(17,168.42)	(19,000.00)	71.36%
3302-0121 CLAY - LEADER T-SHIRTS REVENUE			(2,130.00)	(640.00)	(640.00)	(300.00)	710.00%
3801-0121 CLAY - OTHER REVENUE			(6,888.45)	(1,266.80)	(1,906.80)	(4,000.00)	172.21%
5101-0121 CLAY - TELEPHONE		10.08	11.33	50.40	120.96	98.00	11.56%
5201-0121 CLAY - PHOTOCOPYING		0.66		0.66	0.66	12.00	0.00%
6102-0121 CLAY - ANNUAL CAMPAIGNS			34,043.08	44,179.86	44,772.27	39,000.00	87.29%
7001-0121 CLAY - WAGES			1,397.12	905.89	3,998.17	4,000.00	34.93%
7101-0121 CLAY - BENEFITS			122.36	72.32	303.88	360.00	33.99%
8501-0121 CLAY - HST/GST EXPENSE			1,539.02	303.59	303.59	132.00	1165.92%
<b>Total All</b>	<b>0.00</b>	<b>10.74</b>	<b>14,536.72</b>	<b>26,437.50</b>	<b>29,784.31</b>	<b>20,302.00</b>	<b>71.60%</b>
							42%

I have not spent any of the MSU's money yet. The above budget statement reflects money spent for last year's conference.

Currently looking into removing staff fees & finding room elsewhere in the budget for this revenue. This will become easier to complete once I have more concrete pricing quotes from camps.

## VOLUNTEERS

I will have some of these soon! How exciting!

## CURRENT CHALLENGES

I work with many external partners (potential camps, potential sponsors, schools boards, parents etc.) within this role. This leads to unpredictable communication – particularly because the people I am partnering with do not actually have an investment in CLAY. This is a unique challenge, and one I am happy to learn from.

## SUCCESSSES

I am fairly certain that CLAY will have a large pool of qualified candidates to choose from in terms of Planning Team roles – I am sure this will lead to a very successful conference! I am very happy with how hiring is shaping up – it is going to be very accessible/equitable.

Positive relationships with the HWDSB established last year have proven fruitful – the HWDSB has been in contact and is hoping to include CLAY in their annual student engagement/leadership plans for this year.

## OTHER

If you have any recruitment channels you think would be viable for me to persue in the future, please reach out!



# REPORT

*From the office of the...*

## Peer Support Line

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TO: Members of the Executive Board  
FROM: Geneva Neal  
SUBJECT: Peer Support Line Report #2  
DATE: November 5, 2015

### **UPDATE**

The Peer Support Line has continued to receive an increasing number of calls and chats over the last month, although we were not open during reading week. We have a number of promotions events/campaigns planned for November and the exam period. There are some major challenges that need to be addressed urgently-feedback from the SWC drop-in hours and suicide response training.

### **SERVICE USAGE**

As of November 1<sup>st</sup> we have received a total of 65 calls and chats. This is considerably higher than last year when the total for September and October was 27.

### **PAST EVENTS, PROJECTS & ACTIVITIES**

- PSL promotions coffee house on October 1<sup>st</sup> in Bridges
- Pictures of Peer Support Event in MUSC on Oct 1<sup>st</sup> and 2<sup>nd</sup>
- Volunteer appreciation event movie night
- Meetings with stakeholders to consider changing our crisis protocol
- Weekly debrief hours with our volunteers

### **UPCOMING EVENTS, PROJECTS & ACTIVITIES**

- Promotions partnership with Charity Ball
- Promo movie night in November
- Collaboration with Spark to promote PSL to first years on November 15<sup>th</sup>
- Additional crisis training for volunteers, looking into getting ASIST training
- Creating new promotions materials and swag to give out for exams
- PSL social media contest with Starbucks giftcard and PSL mugs for prizes
- Working with Student Wellness Centre and university stakeholders to improve the drop-in counselling service and to change the Peer Support Line protocol
- Improving the PSL office
- Exam promotions events potentially in collaboration with SHEC

## BUDGET

	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	%
	Month	Month	YTD	YTD	YE	Budget	Budget
	September	September	2015-16	2014-15	2014-15	2016	Used
							To Date
All:							
5003-0316 PEER - OFFICE SUPPLIES		51.97		51.97	51.97	350.00	0.00%
5101-0316 PEER - TELEPHONE		56.60	28.30	283.00	679.20	720.00	3.93%
5201-0316 PEER - PHOTOCOPYING		0.45		0.45	0.45	50.00	0.00%
6102-0316 PEER - ANNUAL CAMPAIGNS		246.28		246.28	521.04	1,500.00	0.00%
6494-0316 PEER - VOLUNTEER RECOGNITION						800.00	0.00%
6501-0316 PEER - ADV. & PROMO	31.20		31.20	54.30	725.17	2,500.00	1.25%
6715-0316 PEER - PURCHASED SERVICES						500.00	0.00%
6804-0316 PEER - VOLUNTEER TRAINING	840.35	1,068.91	840.35	1,068.91	2,450.50	3,000.00	28.01%
6901-0316 PEER - TRAVEL & CONFERENCE			20.89			500.00	4.18%
7001-0316 PEER - WAGES	334.38	1,221.40	187.37	1,233.02	6,457.29	6,200.00	3.02%
7101-0316 PEER - BENEFITS	25.01	71.83	8.90	72.41	469.87	450.00	1.98%
8001-0316 PEER - DEPRECIATION EXP.			78.55		314.20	630.00	12.47%
Total All	<u>1,230.94</u>	<u>2,717.44</u>	<u>1,195.56</u>	<u>3,010.34</u>	<u>11,669.69</u>	<u>17,200.00</u>	<u>6.95%</u>

## VOLUNTEERS

We have been experiencing some challenges with volunteers not attending shifts or leaving shift changes to the last minute. This has put considerable strain on our executive and the other volunteers.

## CURRENT CHALLENGES

We have been receiving an increasing number of suicide-related calls and chats. Although all of our volunteers receive crisis training at the beginning of the year, I feel that supplemental suicide response training is needed, either by the end of this term or at the beginning of the next. One option would be to adopt the ASIST model which is a standardized 2-day training used by many other phone lines. The main barrier to implementing this training is cost- it is approximately \$160 per person. Alternatively, we will work with mental health professionals to create a customized suicide response training for our volunteers.

We have also been receiving a number of complaints about the drop-in counselling service from the Student Wellness Centre (SWC). Students report being turned away multiple times without being provided with alternatives. This is completely unacceptable. I have given this feedback to the SWC, however, I feel that additional advocacy from the MSU would be beneficial as this issue needs to be addressed urgently.

The nature of the peer support line requires executive members to be available to respond to situations at almost any time. Currently there are two people responsible for this, the coordinator and the volunteer coordinator. I feel that due to the demanding nature of the role and the complicated task of dealing with scheduling our volunteers, the role of volunteer coordinator should be compensated. As well, I feel that this is a necessary

measure for the future as the daily operations of the PSL depend on the commitment and responsiveness of the person fulfilling this role.

**SUCSESSES**

Our promotion events have gone over well and we recently had a very successful social media post (PSL bling-check it out). Our call/chat volume continues to increase which is exciting as students are more aware and more comfortable with our service. The debrief drop-in hours held by exec have been well-attended. We have a number of collaborations upcoming for promoting the line which is great for reaching a broad student population.

**OTHER**

I have submitted a Capital Budget Request to buy furniture for the PSL office.



# REPORT

*From the office of the...*  
**Student Health Education Centre**

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TO: Members of the Executive Board  
FROM: Emma Mitchell  
SUBJECT: SHEC Report #2  
DATE: November 5th, 2016

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## **UPDATE**

SHEC is doing very well. We are slowly increasing our usage numbers. I believe that once our “More Than Condoms” campaign begins, we will see the number of visits grow. Where we are lacking is in letting people know about our many other services. I’m hoping that the launch of our campaign will help people see that SHEC is more than just “the condom place” and our services will be used more frequently.

## **SERVICE USAGE** (September 19th - November 2nd)

Bellow I have included numbers for the services we typically report on as well as those we are trying to increase the usage of.

### **Promo**

# of Facebook Likes: 1357  
# of Twitter followers: 859

### **Centre Usage**

Total Number of Visits: 184  
# Condoms: 52  
# Lube: 58  
# Peer Support: 5  
# Pregnancy Tests: 5  
# Books: 6  
# CA Packages: 5  
# Feminine Hygiene Products: 9

## **PAST EVENTS, PROJECTS & ACTIVITIES**

SHEC has been quite busy already this year. Our Sexual Health committee has hosted 3 Sex 101 nights after re-working the old presentation. As well, they have worked incredibly hard on their Let’s Talk Queer series with the QSCC and EngiQueers for MAC Pride Week. The Mental Health Committee held a SHEC Talks: Mental Health event in

the SWELL and are now working on a Stress 101 event for 1st years in residences. The Nutrition and Active Living committee attended MAC Farmstand's Local Food Fest and have been working on recipe rave cards to have in the office instead of a cookbook this year. Addiction Awareness held a discussion based event on addictive study drugs and are working on their Addictions Awareness Fair. The Radio and Silhouette committee have been producing regular content (once a week) and are working on their upcoming Promo Month event.

**UPCOMING EVENTS, PROJECTS & ACTIVITIES**

This month will be our Promo Month. Both the Radio and Silhouette committees will be running contests to attract more attention to our blog, weekly articles and radio show. As well, we will be releasing the first pictures from our "More Than Condoms" campaign to help educate students on SHEC's other services. Our Addictions Awareness Fair will be on November 19th in the MUSC atrium. As well, the Mental Health committee will be holding their Stress 101 event from November 17th-19th.

**BUDGET**

Bellow is the most up to date statement.

<i>McMaster Student's Union</i>				
<i>Dept. 0116 - Student Health Education Centre</i>				
<i>For the Five Months Ending September 30, 2015</i>				
	Current	Current	Approved	% Budget
	Month	YTD	Budget	Used
	September	2015-16	2016	To Date
All	\$1,370.15	\$3,033.40	\$19,240.00	15.77%

**VOLUNTEERS**

Generally the volunteers have been great! They respond very well to general reminders and feedback. Overall, commitment and engagement has been exceptional. One area I've been struggling with is making sure my execs feel supported. A few of them have been having some trouble with members of their committees and I feel a little helpless when it comes to assisting them. I try and make it clear that I am ready and willing to step in should it reach that point and if needed, we can issue a first warning to the volunteers.

**CURRENT CHALLENGES**

SHEC has been going very smoothly so far. Haven't really seen any large challenges yet but there are a few projects that have been delayed due to dependancy on outside factors.

## **SUCSESSES**

I have finally finished my space audit and discussed it with Dan, the VP of Finances. I consider that a great personal success as many coordinators have begun this task and not finished it. As well, we managed to give out 19 out of the 20 boxes of lube given to us by the Book Store! It initially seemed like an impossible task but we came out the other end.



# REPORT

*From the office of the...*

## Student Walk Home Attendant Team Coordinator

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TO: Members of the Executive Board  
FROM: Serena Arora  
SUBJECT: SWHAT Report #2  
DATE: November 4, 2015

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### **UPDATE**

We are about halfway through our first semester, and are back on track towards rebuilding our volunteer base! New volunteers have been hired, the executive position has been filled, and we have promoted 10 of our volunteers to the dispatch position. We are really excited for the rest of the term to move forward with our re-energized volunteers!

### **SERVICE USAGE**

Unfortunately our service continues to demonstrate a decrease in service usage. In comparison to the 146 walks in October 2014, we completed a total of 82 walks in October 2015. However, this does not account for the Fall Break where SWHAT was closed from October 10<sup>th</sup> – 18<sup>th</sup>, losing eight full days of service operation. What we have seen is an increase in the number of regular clients (i.e. clients that return at the same time on the same days repeatedly), which has allowed us to build better relationships with those clients, and schedule teams better.

### **PAST EVENTS, PROJECTS & ACTIVITIES**

As I previously mentioned, we have officially completed the application and hiring process for the fall cycle. We brought on 27 new volunteers, bringing the number of walkers up to an even 60 and the total number of volunteers (including executives) to 77. We also hosted a very successful training day for our walkers, as well as a separate session for dispatchers.

Recently we have instituted a change to the distribution of shifts between dispatchers and executives. We are hoping that by providing them with more responsibility, our dispatchers feel more committed and more valued. Now, dispatchers and executives will not be on shift at the same time, with the executives “on-call” (must be able to reach the office within 10 minutes) for the other half of the night. We are going to try this until December and then seek feedback from the dispatchers about how they are finding this.

We also have a new coffee table which is making our volunteers much happier, and we are looking forward to displaying a banner in the space for our volunteers to sign.

### UPCOMING EVENTS, PROJECTS & ACTIVITIES

Our Housewarming Party is officially booked for November 12<sup>th</sup>, so we'll be starting promotions for that soon! There will be light snacks, a Movember themed photobooth, raffle prizes, as well as board games in the office itself. The hope is that students will become more familiar with the office location and the people that work in it when the service is open.

The SWHAT Walk-A-Thon has kicked off! Our goal for the number of walks in November is 200, and the money will be going to Movember. We have already seen 15 walks in just two days, so we're well on our way to reaching our target. It was suggested in the PTM meeting that we try to think of a hashtag for Walk-A-Thon, so we're currently working on that.

One project I will be starting as soon as possible is updating our server. Currently it is not very feasible to physically reach the computer, but as soon as we move our supplies into the Committee Room cabinet, it should clear up some space to actually be able to sit in the office. Hopefully our information will be moved off of Google Docs and on to the server very soon.

### BUDGET

<i>McMaster Student's Union</i>							
<i>Dept. 0117 - Student Walk Home Attendant Team</i>							
<i>For the Five Months Ending September 30, 2015</i>							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	September	September	2015-16	2014-15	2014-15	2016	To Date
8 All:							
9 5003-0117 SWHT - OFFICE SUPPLIES			40.35	17.73	17.73	250.00	16.14%
10 5101-0117 SWHT - TELEPHONE		35.30	35.30	176.50	423.60	500.00	7.06%
11 5201-0117 SWHT - PHOTOCOPYING		0.46		0.46	0.46	50.00	0.00%
12 5501-0117 SWHT - REPAIRS & MTCE.					928.45	200.00	0.00%
13 6102-0117 SWHT - ANNUAL CAMPAIGNS				226.00	459.00	450.00	0.00%
14 6494-0117 SWHT - VOLUNTEER RECOGNITION		144.49	504.51	213.47	3,036.00	2,500.00	20.18%
15 6501-0117 SWHT - ADV. & PROMO.				373.68	1,834.98	1,800.00	0.00%
16 6633-0117 SWHT - TEAM UNIFORMS				281.77	281.77	320.00	0.00%
17 6804-0117 SWHT - VOLUNTEER TRAINING					226.70	200.00	0.00%
18 6901-0117 SWHT - TRAVEL & CONFERENCE		28.60	402.66	336.65	3,028.54	2,100.00	19.17%
19 7001-0117 SWHT - WAGES	611.26	1,681.08	841.17	1,692.70	6,595.36	5,700.00	14.76%
20 7101-0117 SWAT - BENEFITS	37.70	99.90	57.14	100.48	496.92	450.00	12.70%
21 8001-0117 SWHT - DEPRECIATION EXPENSE			253.04	337.39	1,012.17	1,000.00	25.30%
22							
23 <b>Total All</b>	<b>648.96</b>	<b>1,989.83</b>	<b>2,134.17</b>	<b>3,756.83</b>	<b>18,341.68</b>	<b>15,520.00</b>	<b>13.75%</b>
24							
25							42%
26							
27							

I haven't yet spent much of my budget, but this will likely change in the next few weeks as we get supplies for Housewarming Party, food for the office, volunteer socials and holiday cards!

### **VOLUNTEERS**

Adding 27 new volunteers has greatly eased the strain on our returning volunteers and has made it easier to fill our shifts. However, we will need to hire again for the winter session, particularly female walkers as our female walkers are currently filling more shifts than our male walkers.

We are going to be starting a new volunteer appreciation initiative now that we can no longer have our large Volunteer Appreciation Wall as we did in MUSC 204. Instead, we're moving towards a warm fuzzy jar that we will read, as well as a transportable corkboard where we can write messages to each other and post them.

### **CURRENT CHALLENGES**

A current challenge for SWHAT is simply the decline in service usage. This could be a result in fewer operational days, as well as a limited amount of promotion from my end. Although we are hoping that the Housewarming Party as well as the Walk-A-Thon, and combined promotional posts (for example, identifying which locations SWHAT will walk to on the SCSN Discover Your City passport) will help increase awareness about our service, we are already preparing to ramp up our promotional strategy. This includes having a hot chocolate station in the MUSC atrium on chilly nights, exam stressbreakers, and SWHAT No-Sleep-Overs where students can come to shift in their PJ's and we can have popcorn, play video games or maybe watch a movie (students will NOT be allowed to sleep in the office).

### **SUCSESSES**

I think some of our successes have been hiring and scheduling our new volunteers! Also, I feel as though my executives have begun to settle into their roles and that communication between executives, as well as an understanding of their job descriptions has greatly improved.



# MEMO

*From the office of the...*

## Vice-President Finance

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TO: Executive Board  
FROM: Vice President (Finance)  
SUBJECT: Sponsorship and Donations Recommendations  
DATE: November 3, 2015

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Dear Members of the Executive Board,

The Sponsorship and Donations Committee had their second meeting of the academic year this past Friday. Here are the recommendations that we have made from that

### Donations

The Committee reviewed the application from Jagpreet Kaler to help support him for his research project he is doing in Zambia regarding malaria elimination. The total cost of the trip is over \$2400, so we recommend the full amount of \$250.

The committee also recommends a \$100 donation to the #Dream2015 Charity Gala to support the charity 2 Girls 1 Dream. Since this is an external group, the max we are allowed to donate is \$100.

Sincerely,

Daniel D'Angela  
Vice President (Finance)  
[vpfinance@msu.mcmaster.ca](mailto:vpfinance@msu.mcmaster.ca)