



# Memo

*From the office of the...*

## Vice-President Administration

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TO: Executive Board  
FROM: Shaarujaa Nadarajah, Vice-President Administration  
SUBJECT: Space Allocation  
DATE: November 18th, 2016

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Dear Executive Board,

Earlier in the summer, you made a recommendation to allocate the safe room in the basement of MUSC to the MSU Maroons/MSU Shinerama. As it was an ideal space allocation recommendation in the summer, I don't believe that to be the case anymore as we have some services that require the space more.

Recently, Mac Bread Bin stopped operating the Food Collective Centre from the basement of Bridges as there is a high level of insect activity that creates not ideal conditions for the space to be used to offer the food security program. Over the summer, I have worked with Chris Roberts to do more frequent exterminations to help make the space more hospitable, however these efforts have not seemed to improve the space conditions. Speaking with the Mac Bread Bin executive, many of their volunteers and executive feel uncomfortable walking into the space and volunteering for the service. Furthermore, their request to Executive Board is to find a new space and to no longer operate the Food Collective Centre from the basement of Bridges. The challenge becomes we have a shortage of space operated by the MSU and the university has no space to offer that doesn't come without an annual operating expense. Therefore, removing Bread Bin out of the space would mean the service will no longer be operating their Food Collective Centre program.

In addition, another challenge the service is facing is storage of food for them to operate their Lockers of Love Program. The service requires at least 2 shelves for storage, so they can operate their confidential lockers of love program effectively. As food security is a critical issue on campus, I would like to reallocate the safe room space to Mac Bread Bin and find an alternative solution for the MSU Maroons.

The proposed solution is to store MSU Shinerama supplies in the back the VP Finance office and allocate a full cabinet for the MSU Maroons in the MSU Committee Room.

Please feel free to direct any questions or concerns towards me.

Sincerely,

Shaarujaa Nadarajah  
Vice-President Administration  
McMaster Students Union  
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