



# REPORT

*From the office of the...*

## SHEC Coordinator

TO: Members of the Executive Board  
 FROM: Sutina Chou, SHEC Coordinator  
 SUBJECT: SHEC Report #3  
 DATE: January 9<sup>th</sup>, 2017

### SERVICE USAGE

#### November

Type of visit	CON	LUBE	PAD	DIR	BAND	INFO	LOOK	PEER
# visits	49	7	35	2	22	18	5	11
	BOOK	PREG	MISC	PHONE	CA	EXEC		TOTAL
	5	13	11	12	2	4		196

#### December (1<sup>st</sup> to 6<sup>th</sup>, inclusive)

Type of visit	CON	LUBE	PAD	DIR	BAND	INFO	LOOK	PEER
# visits	10	0	5	2	3	2	2	1
	BOOK	PREG	MISC	PHONE	CA	EXEC		TOTAL
	0	2	1	0	0	0		28

#### Exam Hours (December 9<sup>th</sup> to 20<sup>th</sup>)

Type of visit	CON	LUBE	PAD	DIR	BAND	INFO	LOOK	PEER
# visits	12	2	7	0	2	3	0	0
	BOOK	PREG	MISC	PHONE	CA	EXEC		TOTAL
	0	0	2	3	0	2		33

## **GENERAL UPDATES**

### **1) AA Fair**

This event took place in the atrium and had large scale attendance. We had a booth from each of our committees as they related to addictions awareness, and were also able to secure collaborations with a few major groups on campus, including COPE, Arrive and Thrive, and the SWELL.

### **2) Stressbusters**

Stressbusters were running for the first week of exam season. Events included the Rock Café (with colouring pages and journaling), free snacks (including popcorn and cookies), and SPCA dog visits. We had really good attendance across the board, which is unsurprising as Stressbusters is a big campaign we run. The SPCA dog visit was especially successful, so we will definitely be looking into having them back during Stressbusters next semester.

### **3) Space Updates!**

Some exciting changes have happened in the office space! We have dismantled the large desk that was in the back peer support space, resulting in a much more open and inviting atmosphere. The back office has a new desk set-up and we've also obtained new volunteer chairs in the front area. We've also moved the condoms to the opposite wall from where they were originally located, making them more accessible to visitors who want to just grab what they need and go. There is also a new whiteboard that will be used as a calendar of events that will be advertising our programming throughout the month. I am waiting for a shipment of IKEA furniture that will include two new armchairs for the peer support space, and we are due to get a fresh coat of paint in the first two weeks of January, as far as I understand.

### **4) Term 2 Training**

We had our supplementary training session last Saturday. Volunteers were given presentations from each of the pillar chairs and were also able to go through a round of situations. Snacks were a plenty, and attendance and engagement were fairly high despite it being the first weekend back.

### **5) Pamphlet and lending library cataloguing**

We've finished cataloguing and have recycled a copious amount of outdated or non-useful paper resources! They have been reorganized and we are looking into a new display method now that we have more room on the pamphlet board with the condoms having been moved. Sarah Mae Conrad will be helping us design a new set of labels for the pamphlet organizer as well as updating the organizers for the book lending library. I am also looking into ordering fresh, new pamphlets for the space from Health Canada and Ontario Public Health, as well as CAMH.

### **6) Logo**

We have images! We're in the process of narrowing down our favourites now, with about three strong stylistic contenders that we are mucking about with. I'm fairly confident we'll have a finalized logo for consideration before the Board before my term ends.

## BUDGET

5003-0116	SHEC - OFFICE SUPPLIES	\$100.00
	TOTAL SPENT IN LINE	\$100.00
	REMAINING IN LINE	\$0.00
5951-0116	SHEC - REFERENCE LIBRARY	300.00
	TOTAL SPENT IN LINE	\$300.00
	REMAINING IN LINE	\$0.00
6102-0116	SHEC - ANNUAL CAMPAIGNS	\$2,200.00
	TOTAL SPENT IN LINE	\$1,339.48
	REMAINING IN LINE	\$860.52

6494-0116	SHEC - VOLUNTEER RECOGNITION	\$2,200.00
	TOTAL SPENT IN LINE	\$853.16
	REMAINING IN LINE	\$1,346.84
6501-0116	SHEC - ADV. & PROMO.	\$2,500.00
	TOTAL SPENT IN LINE	\$1,694.82
	REMAINING IN LINE	\$805.18
6804-0116	SHEC - TRAINING EXPENSE	\$1,000.00
	TOTAL SPENT IN LINE	\$856.10
	REMAINING IN LINE	\$143.90

Office supplies and reference library budget lines remain spent out. Volunteer Recognition and Training Expense budget lines are slightly different due to a mistake made in accounting by me; something should have been listed under Training Expense was listed incorrectly Volunteer Recognition. Advertising and Promotions is not accurate as I have still not been billed for items I have already received graphics for. I'm a little worried as we still have about three months left of operation and we're running a little low on funds, but I am actively working to be fiscally responsible – really the only budget line that I am really worried about is Advertising and Promotions.

## CURRENT CHALLENGES

### 1) Volunteer Retention

Heading into second semester is always tough as we tend to lose volunteers who decide that they can no longer handle the time commitment, or just have trouble with attendance at committee meetings or trainings. We've lost two peer support volunteers so far, but our numbers look like they're holding steady. Although I'm sad that they won't be around, I understand the importance of our volunteers being students first, and also definitely would prefer no volunteer to one that is unreliable, especially given the services we offer.

### 2) Budgeting

I remain worried about our Advertising and Promotions budget line, but have implemented a system that I think will ensure that we stay on budget for the rest of the semester. I am having my executives put together a promotions wishlist with programming that they will need graphics for in order of importance. This will help me prioritize committees that have not already received a great deal of funding and budget the remaining money on the line. We will also be seeking money from other sources such as Special Projects funding. Something that would be really helpful would be if I could receive a receipt or something from Underground as soon as I'm charged for graphic design, as I'm often billed weeks or months after I've received the files.

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

### **1) SHEC Your Pulse**

This is an incredibly cool event!! DBAC and Athletics and Recreation have donated a whole day of free instructional classes both in the Pulse and the Mindfulness Centre for this year's New Year's Resolution Fair programming. This coming Thursday from 11am to 8pm, classes will be open to all students who want to try out a new class, including yoga, Latin dance, muay thai, and more. We will also have a table located just outside the Pulse where you can write yourself a New Year's Resolution contract, take a picture with our photo backdrop, and a plank challenge. Participating in any of these events will enter students in a draw to win some great prizes from local businesses, including Allure Fitness, Moksha Yoga, Food Basics, the Bulk Barn, 1280, and Union Market.

### **2) Cookbook**

We have about 10 recipes from different clubs on campus currently, and are hoping to publish the cookbook ASAP with Sarah on Issuu.

### **3) Promotional Video**

Once the space changes are finally completed, we are planning to shoot a new promotional video that will be going on our website that we hope to use to drive traffic to the space.

### **4) Sex 202**

This will again be held in conjunction with Res Life, and we'll likely be collaborating a great deal with WGEN to run this workshop. Keep an eye out for it some time in February!

### **5) Hiring**

I am not sitting on the hiring board for the 2017-2018 SHEC Coordinator due to a conflict of interest. Should you have any questions about the recruitment process, please direct them to Shaarujaa.